

MT+ Beneficiary Guide

Current version

MT+ 2.5.0 implemented on 10/08/16

Introduction.....	2
How to get access.....	3
Login	4
Automatic notifications.....	8
Menu and Navigation	9
List functionalities	15
Project Details	21
How to read the Project Dashboard (HE and VET projects only).....	25
How to manage organisations.....	31
How to manage contacts.....	34
How to manage mobilities for KA1 and KA3 projects	45
How to manage activities for KA2 projects	64
Manage participant report.....	131
What are the participant reports?	131
Manage Final Beneficiary report	137

Introduction

What is the Mobility Tool+?

Mobility Tool+ is an Information System that allows Erasmus+ Beneficiary Organisations to access and manage their project's information, request individual participants' reports and submit final reports to their National Agencies. Erasmus+ National Agencies also use Mobility Tool+ to monitor and validate the projects information entered by Beneficiary Organisations at any time from anywhere.

Mobility Tool+ is designed, developed and maintained by the European Commission being used by Erasmus+ Beneficiary Organisations and National Agencies involved in decentralised projects.

What are KA1 and KA3 mobilities?

Each Erasmus+ key action is divided into different action types depending on the intended programmes objectives and target groups. Activity types therein further divide such action types into homogeneous groups of participants encoded as mobilities within Mobility Tool. Mobilities represent the sending of a particular individual from an origin country to a destination country typically within the set of Erasmus+ programme countries. Depending on the activity type concerned each participant in an Erasmus+ mobility is entitled to receive funds for travel, individual support, special needs, exceptional costs, etc. Mobility tool allows Beneficiary Organisations to manage all this information in a coherent and meaningful manner.

What about KA2 Strategic Partnerships?

Strategic partnerships' projects are also supported by Mobility Tool. Although not managing pure mobilities such projects need to be managed in terms of the outcomes and results they produce especially for those projects mostly concerned with development of innovation. Therefore Mobility Tool provides all needed functionality to create and manage a KA2 project allocation of funds for project management and implementation, transnational project meetings, intellectual outputs and associated multiplier events and individuals participating in learning, teaching and training activities, the latter mostly relevant for projects targeting exchanges of practices. The filling in and submission of final report by Beneficiary Organisations and subsequent validation by National Agencies is also available for KA2.

What are the different roles involved?

The management of the project and its contents is the responsibility of the Beneficiary Organisation users. Contacts defined in the electronic application form as contact persons and legal representatives for the applicant/beneficiary organisation will automatically have access to their corresponding projects in Mobility Tool+ This happens when the project's data is submitted from NAs Project Management System. National Agency users can also have access to Mobility Tool+ for monitoring and validation purposes.

How to get access

- [How to get access to the mobility tool](#)
 - [Contact person from the beneficiary or coordinating organisation](#)
 - [Incorrect email address for contact person](#)
 - [National Agency User](#)

How to get access to the mobility tool

Contact person from the beneficiary or coordinating organisation

Those persons who are indicated as the project contact person of the beneficiary or coordinating organisation in the NAs Project Management System will automatically be given access to MT+. This is usually the same details as entered in the application form, unless changed during the selection process. The email address associated with this contact person will receive the notification from the system once the project is created in the Mobility Tool. This contact person will be able to create new contacts with or without access to edit the project details in MT+.

Incorrect email address for contact person

If the incorrect email address is used for the project contact person, the National Agency should change the email address in the NAs Project Management System and resend the data to MT+.

National Agency User

Contact your local MT+ National Agency Administrator (NA Admin) to gain access. If there is no NA Admin please create an issue in NAUAM to nominate a user as a MT+ National Agency Administrator.

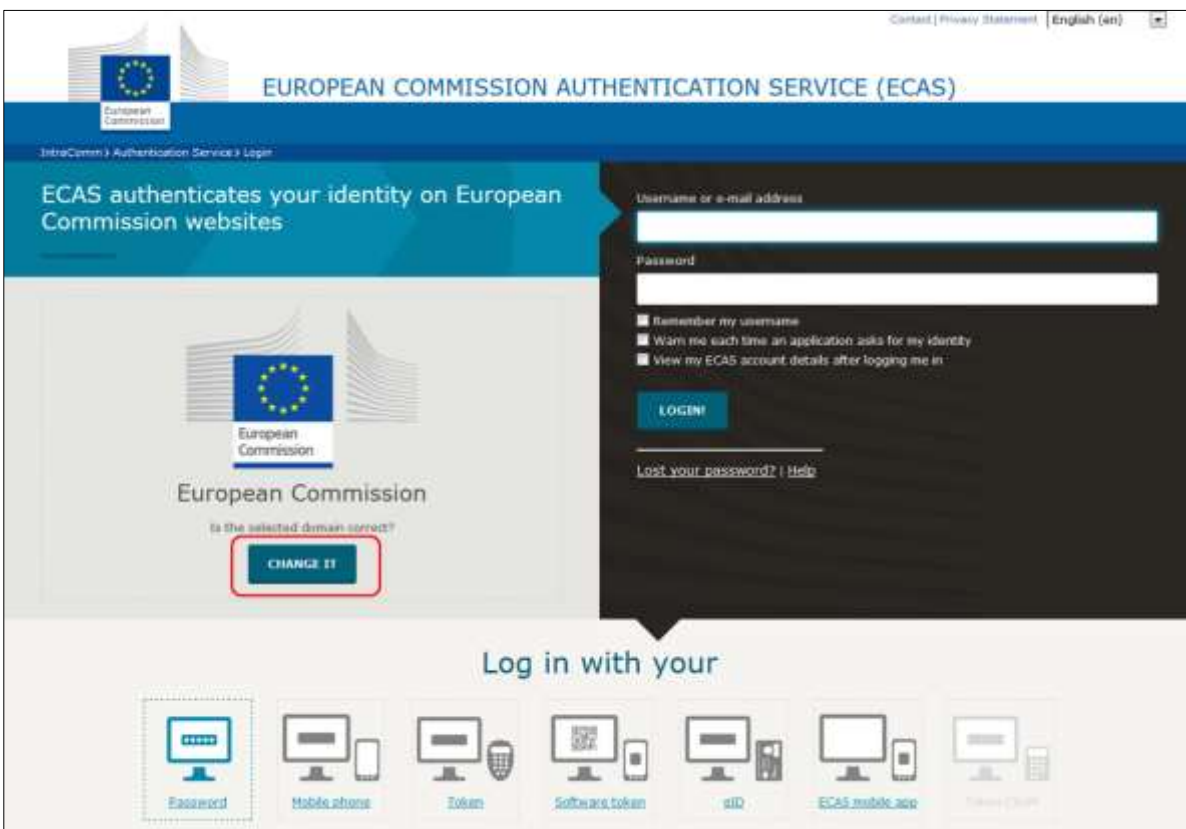
Login

This page explains how to log in to [MT+](#) using ECAS. An email notification will be sent to the project contact on creation of the project in the mobility tool.

- [Select the "External" domain.](#)
- [Log In.](#)
- [Password lost?](#)
- [Create a new ECAS account.](#)
- [Help \(Frequently asked questions\).](#)

Select the "External" domain.

The correct domain must be chosen before logging in. The correct domain for those working in the National Agency or those indicated as the project contact of the beneficiary or coordinating organisation must choose the domain **External**. To change the domain as **External**, click the **CHANGE IT** button.



European Commission AUTHENTICATION SERVICE (ECAS)

IntraComm Authentication Service Login

ECAS authenticates your identity on European Commission websites

European Commission

Is the selected domain correct?

CHANGE IT

Username or e-mail address

Password

☐ Remember my username

☐ Warn me each time an application asks for my identity

☐ View my ECAS account details after logging me in

LOGIN

[Lost your password? | Help](#)

Log in with your

Password Mobile phone Token Software token uID ECAS mobile app Token (CSCA)

A list of several options will appear. Select the **External** domain.



Where are you from?

Welcome to the European Commission Authentication Service (ECAS).
Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or body. Choose "W+7" if you have a special external account composed of w and 7 digits.
If you aren't sure, select the "I don't know?" option for help.

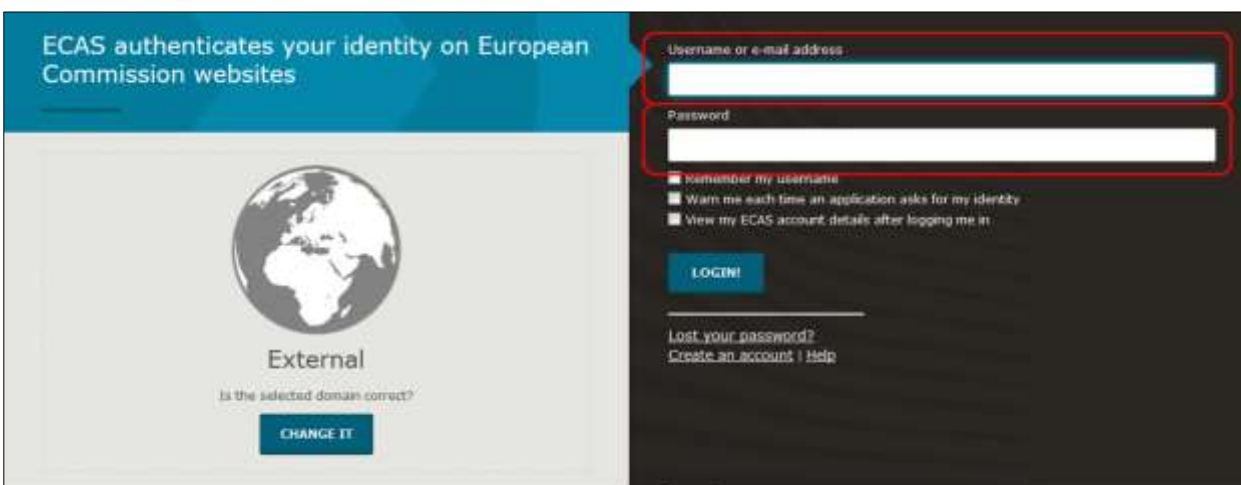
The page displays four selection options in a row:

- European Commission**: European Commission, Executive Agencies...
- External**: Retirees, Researchers, Citizens. (This option is highlighted with a red rectangle.)
- W+7**: I have an account w + 7 digits. Special external accounts...
- ?**: I don't know? More information about this screen...

At the bottom, there is a "filter by" section with links: [show all](#), [Institutions](#), [Regulatory Agencies](#), [Joint Undertakings](#), and [Other](#).

Log In.

Enter your **ECAS Username** or your e-mail address and your **ECAS Password**. This must be the same e-mail address as used by the e-mail notification informing you of your access. If you do not use the same e-mail address, you will not gain access to the project information.



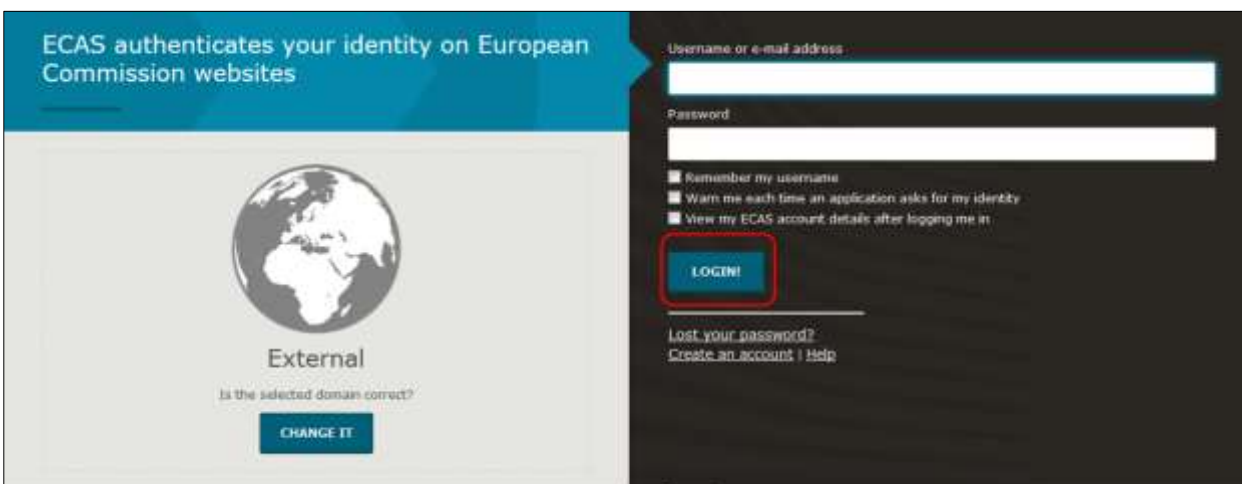
ECAS authenticates your identity on European Commission websites

The page features a large globe icon with the text "External" below it, followed by the question "Is the selected domain correct?" and a "CHANGE IT" button.

The login form on the right includes:

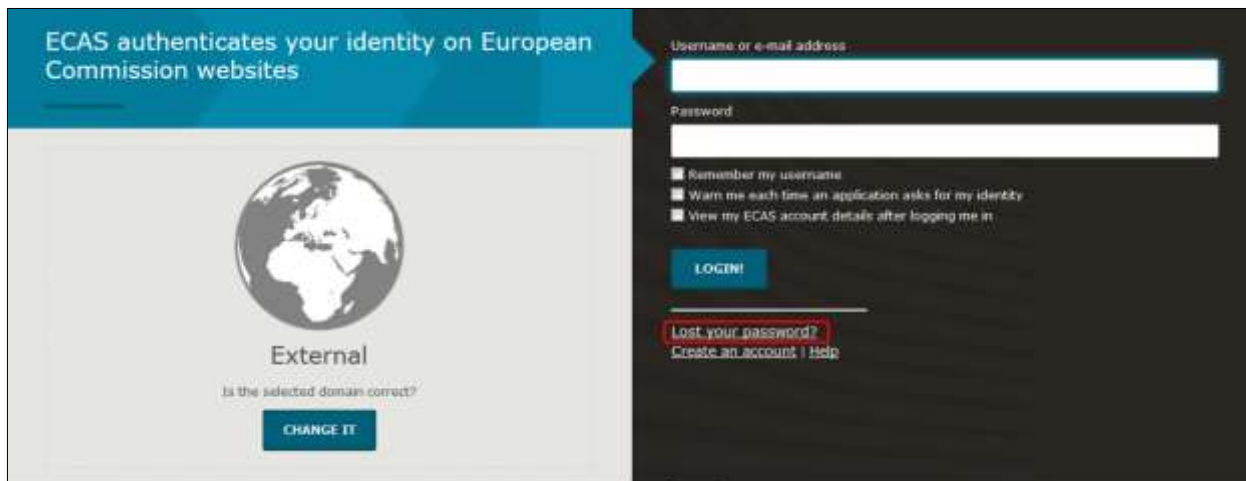
- A red rectangle highlighting the "Username or e-mail address" input field.
- A red rectangle highlighting the "Password" input field.
- Three checkboxes:
 - ☒ Remember my username
 - ☐ Warn me each time an application asks for my identity
 - ☐ View my ECAS account details after logging me in
- A "LOGIN!" button.
- Links for "Lost your password?", "Create an account", and "Help".

Once you entered your ECAS Username and Password, click the **LOGIN!** button.



Password lost?

If you have lost your **ECAS Password** or you need to create a new one, click the hyperlink **Lost your password?** and follow the instructions.



Create a new ECAS account.

In order to create a new ECAS account, click on the **Create an account** hyperlink and follow the instructions.

ECAS authenticates your identity on European Commission websites

External

Is the selected domain correct?

CHANGE IT

Username or e-mail address

Password

☐ Remember my username

☐ Warn me each time an application asks for my identity

☐ View my ECAS account details after logging me in

LOGIN!

Lost your password?

[Create an account](#) [Help](#)

Help (Frequently asked questions).

If you need help or need to check the frequently asked questions, click the **Help** hyperlink.

ECAS authenticates your identity on European Commission websites

eac requires you to authenticate

External

Is the selected domain correct?

CHANGE IT

Username or e-mail address

Password

☐ Remember my username

☐ Warn me each time an application asks for my identity

☐ View my ECAS account details after logging me in

LOGIN!

Lost your password?

[Create an account](#) [Help](#)

Automatic notifications

Notifications by default will be sent to the project contact of the beneficiary organisation as indicated in the NAs Project Management System. The person who receives notifications can be changed in MT+ by indicating another contact from the beneficiary organisation as the **Preferred contact**. The notification by

default is sent out in English and may also be sent out in the language of the National Agency if the translation of interface has been done for that language.

Creation of project in the Mobility Tool

On creation of a project in MT+, a notification will be sent to the project contact person of the beneficiary organisation. The email notification provides instructions on how to login in to MT+ using ECAS. If you do not have an ECAS account follow the instructions to register in ECAS first.

Dear Ben,

Your project has been created in the Mobility Tool.

Project details:
EC Project Number: 2015-1-FR01-KA107-014887
National Project ID: 197517170
Project title: -
UNIVERSITE PARIS I PANTHEON-SORBONNE legal name epl import

Mobility Tool is the system for the management of projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

To access the project, please follow the steps below:

- Go to Mobility Tool website at <http://ec.europa.eu/erasmus-mobility/index.cfm?function=net.main>
- If you haven't register yet, please click "Not registered yet" and set up your account. During the registration process please use the email address that this message was sent to.
- If you already have an ECAS account associated with this email address, please use it to log in.

Please contact your National Agency if you need further information or support.
Agence Erasmus+ France / Education Formation
http://ec.europa.eu/erasmus-mobility-plus/tools/national-agencies/index_en.htm

This is a system generated message from Mobility Tool. Please do not reply.

Project Update

When the project data has been updated in MT+, a similar message to the one below will be sent to the project contact. The project contact is indicated as the **Preferred contact** in MT+ and can be changed to another contact of the beneficiary organisation.

From: replies-will-be-discarded@ec.europa.eu [mailto:replies-will-be-discarded@ec.europa.eu]
Sent: Monday, December 07, 2015 1:09 PM
To: Ben
Subject: Mobility Tool - Project update /

Dear Ben,

Your project has been updated in Mobility Tool with new information on 07-DEC-15

Project details:
EC Project Number: 2014-1-UK01-KA201-000229_4
National Project Number: 28020673
Project title: Once upon an Erasmus Tale (Traditional Arts and Languages across Europe)

Be aware that the changes appear in the Mobility Tool for information only. It is your responsibility to adapt the project information in accordance with these changes, if necessary.

Please contact your National Agency if you need further information or support.
Agence Erasmus+ France / Education Formation

This is a system generated message from Mobility Tool. Please do not reply.

Menu and Navigation

- [Home page.](#)

- [Change the language of the interface.](#)
- [Difference between the menu for KA1 & K3 and for KA2.](#)
- [Return to the home screen.](#)

Home page

Explanation and illustration

Once logged in to the tool:

1. The home page is displayed.
2. A brief definition of the Mobility Tool is displayed.
3. Another sub-window allows you to quickly consult the **Mobility Tool - Guide for Beneficiaries.**
4. The objective of this section is to provide an overview of all projects that your organisation are/were involved in. The **Project List** displays **ongoing projects**, the **projects for consultation only** (you have only view access to these projects), the **finished projects** related to Erasmus+ and Lifelong Learning programmes.
5. The project references are listed by the **Grant Agreement No.** Click on the reference to open a project.

The screenshot shows the 'Welcome to Mobility Tool+' interface. The header includes the European Commission logo and the text 'Mobility tool' and 'ERASMUS+ Programme for Students and Cadres'. The main content area is divided into several sections:

- 1** (Home button): A red circle highlights the 'Home' button in the top left corner.
- 2** (About the tool): A red circle highlights the 'About the tool' section, which contains a brief definition of the Mobility Tool.
- 3** (Documentation): A red circle highlights the 'Documentation' section, which provides access to the 'Mobility Tool - Guide for Beneficiaries'.
- 4** (My ongoing projects): A red circle highlights the 'My ongoing projects' section, which displays a table of ongoing projects with columns for Grant Agreement No., User's role in project, Approved Budget, Disbursed Budget, and Updated on.
- 5** (Other projects for consultation only): A red circle highlights the 'Other projects for consultation only' section, which displays a table of projects for consultation only with the same columns as the ongoing projects section.

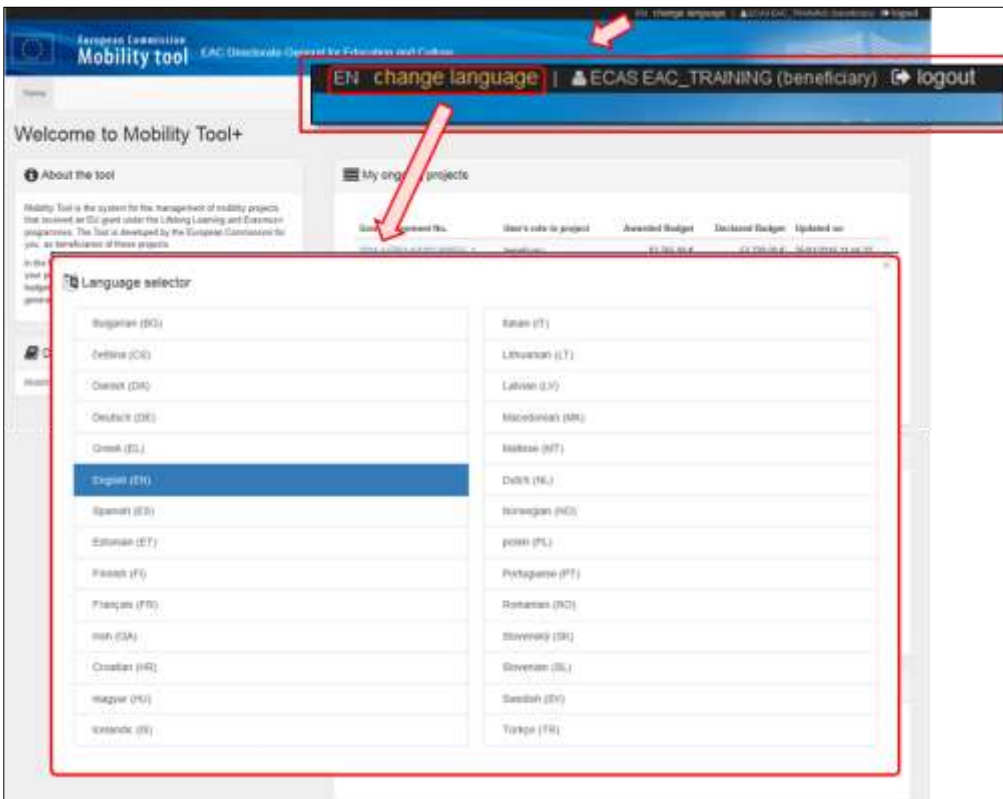
Below the 'Other projects for consultation only' section, there are sections for 'My finished projects' and 'My finished projects - Lifelong Learning Programme', both of which are currently empty.

Change the language of the interface.

Explanation and illustration

The current language is displayed at the top of the window. In this case **EN** for **English**. Click on **change language**.

A pop-up window displays the possible languages to select. Note that there is only one language instance (for example: German and French).



Difference between the menu for KA1 & K3 and for KA2.

Explanation and illustration

The tabs for KA1 & KA3 are different than for the KA2.

The Tabs for KA1 & KA3 are displayed in a structure that organizes the mobilities management inside the **Mobilities** tab.

The **Dashboard** entry is currently available only for KA103 and KA107 projects. As of MT+ 2.5 there is also a dashboard for VET: KA102, KA109, KA116, KA202.



The Tabs for KA2 are displayed in a structure that splits different activities and management options between various tabs.



Mobility Tool+ Release 2.5.0 introduced a new field called **Project Main Objective** in the project details screen for **2016 KA2 Strategic Partnerships**. If a project's main objective is **Exchanges of Practices** then project tabs **Intellectual Outputs** and **Multiplier Events** will not be available.

Project 2016-1-FR01-KA201-022639 Erasmus+ Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Learning, Teaching and Training Activities

Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports

Project Details

Context information

Programme: Erasmus+

Key Action: KA2 - Cooperation for innovation and the exchange of good practices

Action Type: KA201 - Strategic Partnerships for school education

Call Year: 2016

Round: 1

Start of Project: 01/09/2016

End of Project: 31/08/2019

Project Duration (months): 36

Project information

Grant Agreement No.: 2016-1-FR01-KA201-022639

National ID:

Project Title: Projet - s2sem.ratismej

Project Acronym: PR2

Project Status: Follow-up

Partnership between regions: ☒

Project Main Objective: Exchanges of Practices

Project Access

User's role in project: Admin

Access to Project: Edit Access to Project

Project is locked: ☐

History information

Created by: NA Staff

Created on: 19/07/2016 12:05:32

Updated by: Jacky Sebastian SUJWA

Updated on: 20/07/2016 09:40:13

National Agency

National Agency: FR01 - Agence Erasmus+ France / Education Formation

For further details about your National Agency, please consult the following page

http://ec.europa.eu/programme/erasmus-plus/tools/national-agencies/index_en.htm

Beneficiary Organisation information

PIC: 932700647

Legal Name: Communauté Erasmus de Limoges

Business Name: Communauté Erasmus de Limoges

Full legal name (National Language):

If the main objective of the Project is **Development of Innovation** the tabs **Multiplier Events** and **Intellectual Outputs** will appear.

Project 2016-1-FR01-KA201-022600

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events

Learning Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports

Project Details

Context information

Programme: Erasmus+

Key Action: KA2 - Cooperation for innovation and the exchange of good practices

Action Type: KA201 - Strategic Partnerships for school education

Call Year: 2016

Round: 1

Start of Project: 21/09/2016

End of Project: 31/08/2019

Project Duration (months): 36

Project information

Grant Agreement No.: 2016-1-FR01-KA201-022600

National ID:

Project Title: Irel 201

Project Acronym: 201

Project Status: Follow-up

Project Main Objective: Development of Innovation

Project Access

User's role in project: Admin

Access to Project: Edit Access to Project

Project is locked: ☐

History information

Created by: N/A Staff

Created on: 19/07/2016 12:10:29

Updated by: N/A Staff

Updated on: 27/07/2016 14:45:24

National Agency

National Agency: FR01 - Agence Erasmus+ France / Education Formation

For further details about your National Agency, please consult the following page
http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

Beneficiary Organisation information

PK: 999907235

Legal Name: UNIVERSITE PARIS-SUD

Business Name: UPSud

Full legal name (National Language):

Erasmus Code: F PAR0811

Return to the home screen

Explanation and illustration

Return to the home screen by clicking on the **home** icon.

home

European Commission Mobility tool EAC Directorate-General for Education and Culture

Project 2015-1-PL01-KA201-016343

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events

Learning Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports

List functionalities

This page explains the common list functionality that are seen throughout MT+, for example the Organisations and Contacts tabs. The icons used to sort or export the list remain the same for each screen as well as the icons to edit, delete and view the list item.

- [Search.](#)
- [Selection.](#)
- [Export.](#)
- [View.](#)
- [Edit.](#)
- [Delete.](#)
- [Back to list.](#)

Search.

In order to find information quickly in each tab of the menu, type, for example, the name of the organisation in the **Search** field.

The result will appear in the list.

The first screenshot shows a search bar with the placeholder text "Search" and a magnifying glass icon on the right.

The second screenshot shows the search bar with the text "Szkoła Podstawowa im. Henryka Sienkiewicza w Obiegorku" entered. Below the search bar, the text "Result 1 (Total: 1)" is visible.

The third screenshot shows the full list view. The search bar contains the same text. Below the search bar, there are two buttons: "selection" and "Export". Below these buttons is a table with the following columns: "Participating Organisation", "Role", and "Total Amount (Adjusted)". The table contains one row with the following data: "Szkoła Podstawowa im. Henryka Sienkiewicza w Obiegorku", "Beneficiary", and "1,500.00 €". Below the table, there is a "Total:" row with the value "1,500.00 €". At the bottom of the page, there are four buttons: "10", "25", "50", and "100".

Participating Organisation	Role	Total Amount (Adjusted)
Szkoła Podstawowa im. Henryka Sienkiewicza w Obiegorku	Beneficiary	1,500.00 €
Total:		1,500.00 €

Selection.

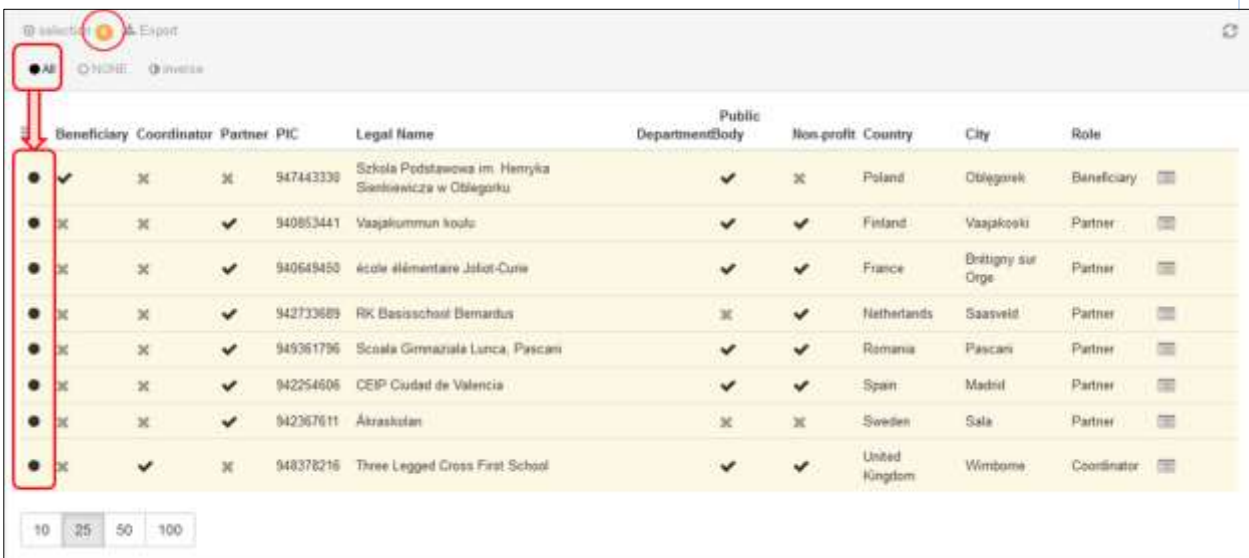
The **Selection** option allows you selecting or de-selecting all detail lines.



By clicking on the radio button, you can select following options: **All**, **NONE** or **inverse**.



In the example below, the option **All** is selected.



Depending on the tab, where you select data, the button **Delete records** appears.



Export.

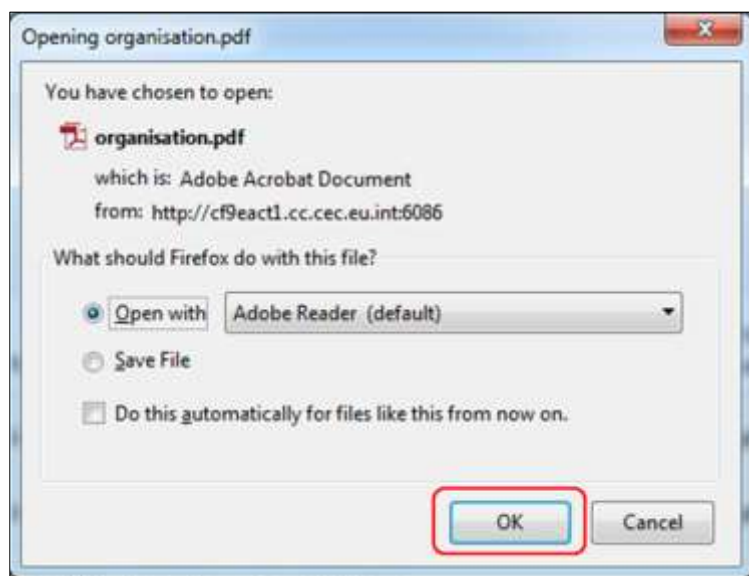
The **Export** button allows you exporting your selection and choosing a format amongst the three following options: **PDF File**, **XLS file** or **CSV file**.



In the example below the **PDF File** format has been clicked.



A pop-up message will appear allowing you to open the pdf file.



View.

To view the details of a line, click the view icon.

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)	
	03503-TPM-00001	TPM 1	09/05/2015	26/11/2015	Stowarzyszenie Międzynarodowej i Międzykulturowej Wymiany ANAWOJ	Poland	Michałowo	15	10,475.00 €	9,200.00 €	
Total								15	10,475.00 €	9,200.00 €	

Edit.

To edit the details line, click the pencil icon.

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)	
	03503-TPM-00001	TPM 1	09/05/2015	26/11/2015	Stowarzyszenie Międzynarodowej i Międzykulturowej Wymiany ANAWOJ	Poland	Michałowo	15	10,475.00 €	9,200.00 €	
Total								15	10,475.00 €	9,200.00 €	

A window showing details will open. Here the fields can be edited.

[back to list](#) Transnational Project Meetings

Meeting ID

03503-TPM-00001

Meeting Title

TPM 1

Project Duration

01/08/2014

24/08/2016

Start Date

09/05/2015

End Date

26/11/2015

Receiving Organisation

Stowarzyszenie Międzynarodowej i Międzykulturowej

Receiving Country

Poland

Receiving City

Michałowo

Cancel

Nothing to save

Delete.

To delete the details line, click the bin icon.

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)	
	03503-TPM-00001	TPM 1	09/05/2015	26/11/2015	Stowarzyszenie Międzynarodowej i Międzykulturowej Wymiany ANAWOJ	Poland	Michałowo	15	10,475.00 €	9,200.00 €	
Total								15	10,475.00 €	9,200.00 €	

Back to list.

In order to get back to the list of details, click the **back to list** button.

BACK TO LIST

Transnational Project Meetings

07/01/19

Meeting ID: 03503-TPM-00001

Meeting Title: TPM 1

Project Duration: 01/05/2014 - 21/05/2019

Start Date: 09/05/2015

End Date: 26/11/2015

Receiving Organisation: Stowarzyszenie Międzynarodowej i Międzykulturowej Wymiany ANAWOJ

Receiving Country: Poland

Receiving City: Michałowo

You will be redirected to the list of detail line(s).

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)	
	03503-TPM-00001	TPM 1	09/05/2015	26/11/2015	Stowarzyszenie Międzynarodowej i Międzykulturowej Wymiany ANAWOJ	Poland	Michałowo	15	10,475.00 €	9,200.00 €	
Total								15	10,475.00 €	9,200.00 €	

Project Details

- ["Project Details" page.](#)
- [Changes to "Project Details".](#)

"Project Details" page.

Explanation and illustration

Once you click on the project's **Grant Agreement No** from the Project List menu, a new screen will open displaying the **Project Details**.

The key details of the project are structured in the following fields:

Context information, National Agency, Project information, Beneficiary Organisation information and Project Access. The screen also presents **History information**, giving details of the creation of the project in MT+, last update and person (or system) that updated the project last.

Note that the **Project Details** content is quite similar for all key actions, with some action specific fields. However, the project tabs for KA1 & KA3 are different than for KA2 projects.

Mobility Tool+ Release 2.5.0 introduced a new field called **Project Main Objective** in the project details screen for **2016 KA2 Strategic Partnerships**. If a project's main objective is **Exchanges of Practices** then project tabs **Intellectual Outputs** and **Multiplier Events** will not be available. These tabs will only be available for a project whose main objective is **Development of Innovation** (see Menu and Navigation).

The screenshot shows the 'Project List' and 'Project Details' sections of a web application. Red boxes and callouts highlight specific features and changes.

Project List:

- Navigation: Home, **Project List**, Bulk Export Participant Reports, Bulk NA Validation and Export of Mobilities.
- Filters: National Agency (All), Call Year (All, 2014, 2015, **2016**), Action Type (KA201 - Strategic Partnerships for school educ), Project Status (All).
- Search: Search in 7 records.
- Table columns: National Agency, Grant Agreement No., Call Year, Action Type, PIC, Legal Name, Updated on, Submit Date, Project End Date, Awarded Budget, Declared Budget, Exp, Req, sub, Project Status.
- Table rows:
 - FR01, 2016-1-FR01-KA201-022639, 2016, KA201, 83220847, UNIVERSITE PARIS-SUD, 27/07/2016 14:45:24, 21/09/2019, 0.00 €, 0.00 €, 0, 0, 0, Follow-up.
 - FR01, **2016-1-FR01-KA201-022639**, 2016, KA201, 83220847, Communauté Emmaüs de Limoges, 20/07/2016 09:48:13, 31/05/2019, 163,535.00 €, 85,877.00 €, 0, 0, 0, Follow-up.
 - PL01, 2016-1-PL01-KA201-022388, 2016, KA201, 83220847, JOHANN WOLFGANG GOETHE UNIVERSITÄT FRANKFURT AM MAIN, 18/05/2016 14:21:49, 30/01/2019, 32,584.00 €, 7,624.50 €, 0, 0, 0, Follow-up.

Project Details (Project 2016-1-FR01-KA201-022639):

- Navigation: **Details**, Organisation, Contacts, Project Management and Implementation, Transnational Project Meetings, Learning, Teaching and Training Activities.
- Special Needs Support, Exceptional Costs, Exceptional Cost Guarantee, Budget, Reports.
- Project Details:**
 - Context information:** Programme: Erasmus+, Key Action: KA2 - Cooperation for innovation and the exchange of good practices, Action Type: KA201 - Strategic Partnerships for school education, Call Year: 2016, Round: 1, Start of Project: 01/09/2016, End of Project: 31/05/2019, Project Duration (months): 38.
 - National Agency:** National Agency: FR01 - Agence Erasmus+ France / Education Formation. For further details about your National Agency, please consult the following page: http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm
 - Project information:** Grant Agreement No.: 2016-1-FR01-KA201-022639, National ID: [redacted], Project Title: Projekt - razem zaimajemy, Project Acronym: PRZ, Project Status: Follow-up, Partnership between regions: ☒, **Project Main Objective: Exchanges of Practices**.
 - Beneficiary Organisation information:** PIC: 83220847, Legal Name: Communauté Emmaüs de Limoges, Business Name: Communauté Emmaüs de Limoges, Full legal name (National Language): [redacted]. **View Beneficiary Organisation information** (callout).
 - Project Access:** User's role in project: Admin, Access to Project: Edit Access to Project, Project is locked: ☐.
 - History information:** Created by: NA Staff, Created on: 19/07/2016 12:05:32, Updated by: Ja, Updated on: 20/07/2016 09:48:13. **See the information about the latest updates here!** (callout).

Changes to "Project Details".

Explanation and illustration

The project details such as: the **Project Title**, the **National ID**, the **Start** and **End of Project** cannot be changed in the tool. To request changes to these project details, please contact your National Agency.

It is possible to add and remove **Contacts**, **Mobilities** and **Participants**, as well as to edit the current **Budget** information. See more information about editing details in various **How-to** pages of the guide.

How to read the Project Dashboard (HE and VET projects only)

The project dashboard is only available for HE (KA103 and KA107) and VET (KA102 and KA116) projects.

Please, note that for 2016 projects only those mobilities that are completed (not in draft) are included in the statistics on the dashboard.



- [View Dashboard for "Project".](#)
- [View Dashboard for "Students".](#)
- [View Dashboard for "Staff".](#)
- [View Dashboard for VET "Learner".](#)
- [View Dashboard for VET "Staff".](#)

View Dashboard for "Project".

Explanation and illustration

The **Project** details tab is split into several sub-windows which covers the following statistical data:

- Top Partners.
- Number of Mobilities (Total).
- Status of Mobilities (Total).
- Budget - Mobility Grants (Total).
- Budget - Mobility Grants per Mobility Status (Total).
- Total Duration (HE Student / VET Learner).
- Average Duration (HE Student / VET Learner).
- Total Duration (Staff).
- Average Duration (Staff).
- Number of Participant Reports (Total).

- Number of Participant Reports (Total Expected).
- Number of Participant Reports (Total Invited).

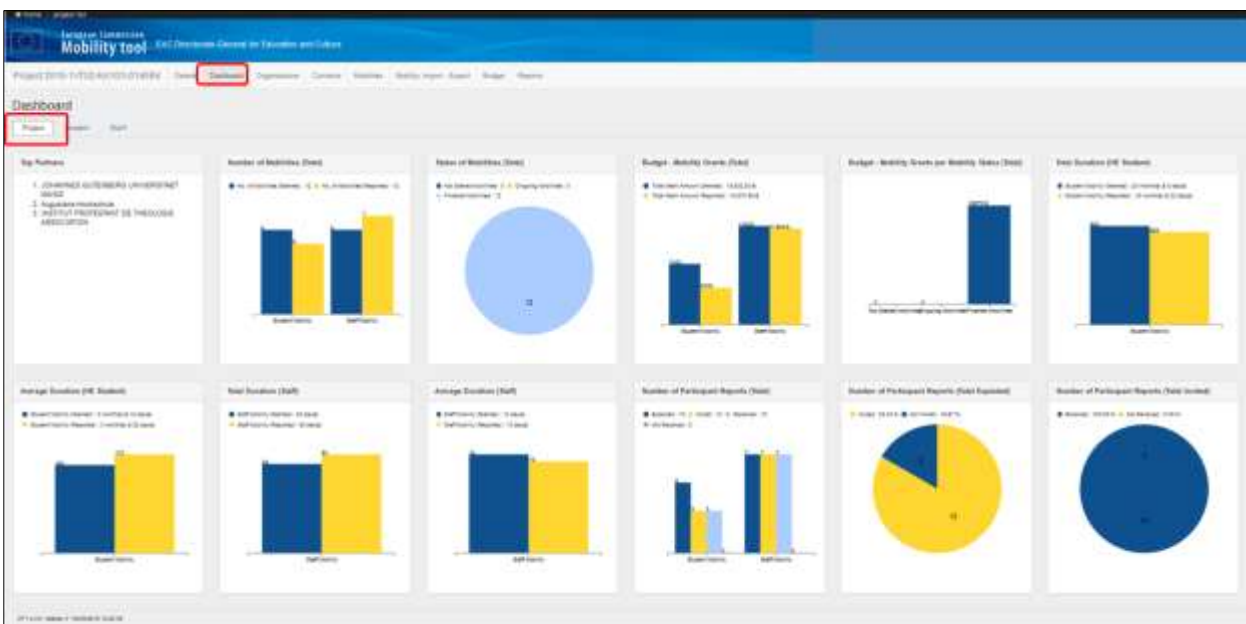
Notes:

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing "**No data available**" message.

For call year 2014 – Total Current Grant = Total Grant Adjusted.

For call year 2015 – Total Current Grant = Total Grant Calculated.

For call year 2016 – Total Current Grant = Total Grant Calculated.



View Dashboard for "Students".

Explanation and illustration

The **Student** details tab is split into several sub-windows which covers the following statistical data:

- Top Partners
- Number of Mobilities (Students).
- Status of Mobilities (Students).
- Budget - Mobility Grants (HE Student).
- Budget - Mobility Grants per Mobility Status (HE Student).
- Total Duration (HE Student).
- Average Duration (HE Student).
- Number of Participant Reports (HE Student).
- Number of Participant Reports (HE Student Expected).
- Number of Participant Reports (HE Student Invited).

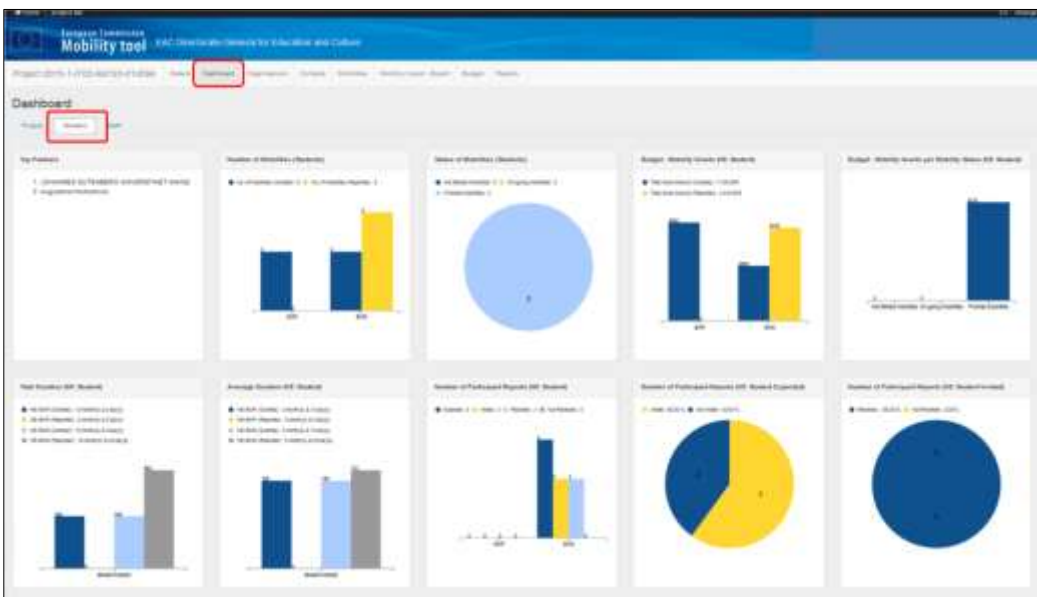
Notes:

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing "**No data available**" message.

For call year 2014 – Total Current Grant = Total Grant Adjusted.

For call year 2015 – Total Current Grant = Total Grant Calculated.

For call year 2016 – Total Current Grant = Total Grant Calculated.



View Dashboard for "Staff".

Explanation and illustration

The **Staff** details tab is split into several sub-windows which covers the following statistical data:

- Top Partners
- Number of Mobilities (Staff).
- Status of Mobilities (Staff).
- Budget - Mobility Grants (Staff).
- Budget - Mobility Grants per Mobility Status (Staff).
- Total Duration (Staff)
- Average Duration (Staff)
- Number of Participant Reports (Staff).
- Number of Participant Reports (Staff Expected).
- Number of Participant Reports (Staff Invited).

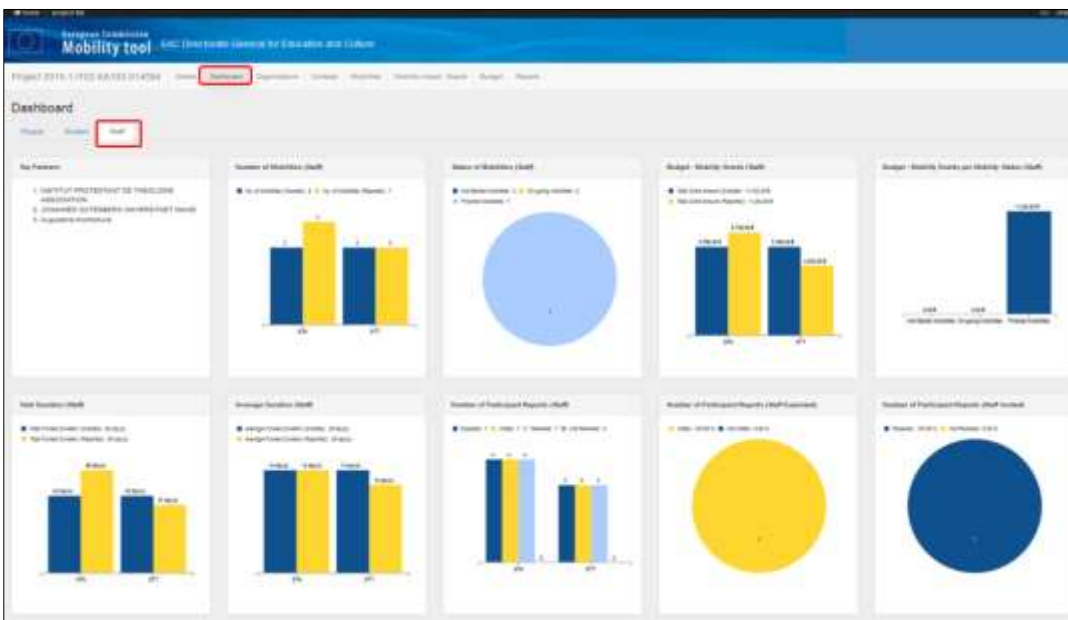
Notes:

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing "**No data available**" message.

For call year 2014 – Total Current Grant = Total Grant Adjusted.

For call year 2015 – Total Current Grant = Total Grant Calculated.

For call year 2016 – Total Current Grant = Total Grant Calculate



View Dashboard for VET "Learner".

Explanation and illustration

The **Learner** details tab is split into several sub-windows which covers the following statistical data:

- Top Partners
- Number of Mobilities (VET Learner).
- Status of Mobilities (VET Learner).
- Budget - Mobility Grants (VET Learner).
- Budget - Mobility Grants per Mobility Status (VET Learner).
- Total Duration (VET Learner)
- Average Duration (VET Learner)
- Number of Participant Reports (VET Learner).
- Number of Participant Reports (VET Learner Expected).
- Number of Participant Reports (VET Learner Invited).

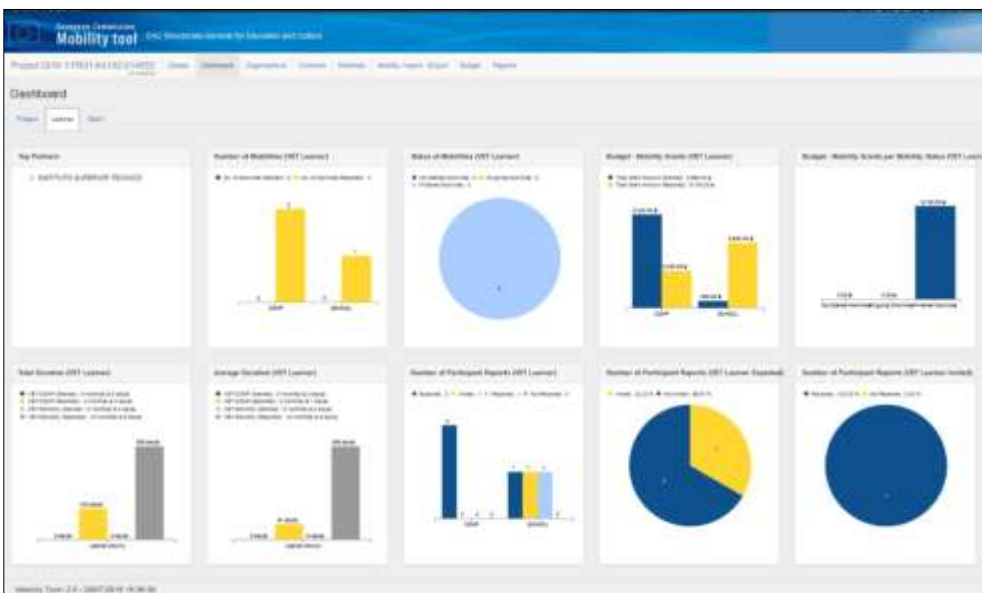
Notes:

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing "**No data available**" message.

For call year 2014 – Total Current Grant = Total Grant Adjusted.

For call year 2015 – Total Current Grant = Total Grant Calculated.

For call year 2016 – Total Current Grant = Total Grant Calculate



View Dashboard for VET "Staff".

Explanation and illustration

The **Staff** details tab is split into several sub-windows which covers the following statistical data:

- Top Partners
- Number of Mobilities (Staff).
- Status of Mobilities (Staff).
- Budget - Mobility Grants (Staff).
- Budget - Mobility Grants per Mobility Status (Staff).
- Total Duration (Staff)
- Average Duration (Staff)
- Number of Participant Reports (Staff).
- Number of Participant Reports (Staff Expected).
- Number of Participant Reports (Staff Invited).

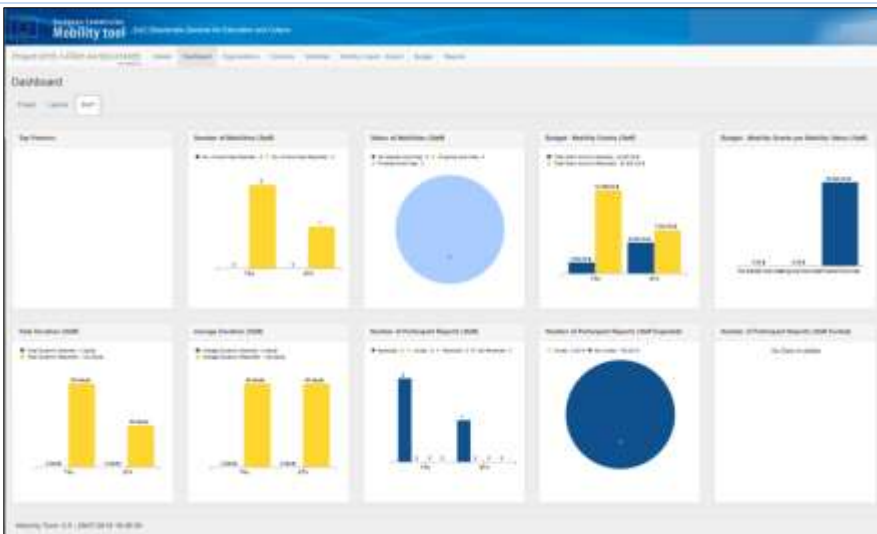
Notes:

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing "**No data available**" message.

For call year 2014 – Total Current Grant = Total Grant Adjusted.

For call year 2015 – Total Current Grant = Total Grant Calculated.

For call year 2016 – Total Current Grant = Total Grant Calculate



How to manage organisations

For most key actions the organisation details can not be changed in MT+ but should follow the process of an **amendment**.

Organisation details that are entered into [URF \(URF and Participant Portal guide\)](#) should first be updated there before the National Agency will be able to adjust the details in the NAs Project Management System.

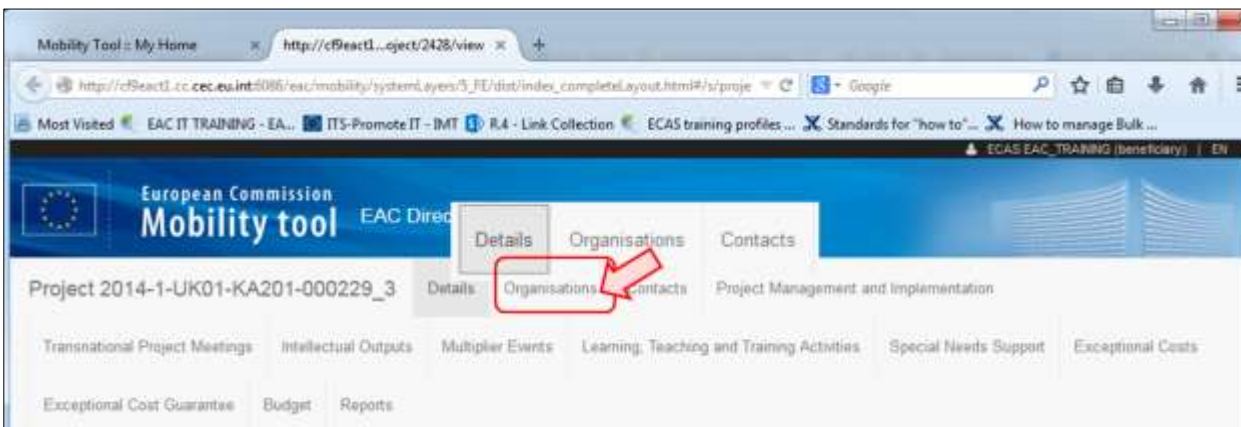
Once changes have been applied, the updated data will be sent to MT+.

The contact person of the beneficiary or coordinating organisation will receive a notification once the updated information is sent to MT+.

- [Open the list of "Organisations"](#).
- [View organisation details](#).
- [Organisation details are not updated?](#).
- [Edit organisation details](#).

Open the list of "Organisations".

From the list of tabs, click on the **Organisations** menu item.



The list of **Organisations** will appear.

The screenshot shows the 'Organisations' list in the Mobility Tool interface. The 'Organisations' tab is highlighted in red. Below the navigation bar, there is a section for 'Project & Beneficiary Organisation' with a search bar and a table of organisations. The table has columns: Beneficiary, Coordinator, Partner, (GR1-EN)_PIC, Legal Name, Public Department/Body, Non-profit, Country, City, and Role. A red box highlights the first eight rows of the table.

	Beneficiary	Coordinator	Partner	(GR1-EN)_PIC	Legal Name	Public Department/Body	Non-profit	Country	City	Role
<input type="radio"/>	✓	✗	✗	947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku	✓	✗	Poland	Oblegorek	Beneficiary
<input type="radio"/>	✗	✗	✓	940853441	Vaajakumtun koulu	✓	✓	Finland	Vaajakoski	Partner
<input type="radio"/>	✗	✗	✓	940649450	École élémentaire Jolot-Cuis	✓	✓	France	Breligny sur Orge	Partner
<input type="radio"/>	✗	✗	✓	942733689	RK Basisschool Bernardus	✗	✓	Netherlands	Saasveld	Partner
<input type="radio"/>	✗	✗	✓	949361796	Scoala Gimnaziala Lunca, Pascani	✓	✓	Romania	Pascani	Partner
<input type="radio"/>	✗	✗	✓	942254606	CEIP Ciudad de Valencia	✓	✓	Spain	Madrid	Partner
<input type="radio"/>	✗	✗	✓	942367611	Åkraskolan	✗	✗	Sweden	Sala	Partner
<input type="radio"/>	✗	✓	✗	948378216	Three Legged Cross First School	✓	✓	United Kingdom	Wimbome	Coordinator

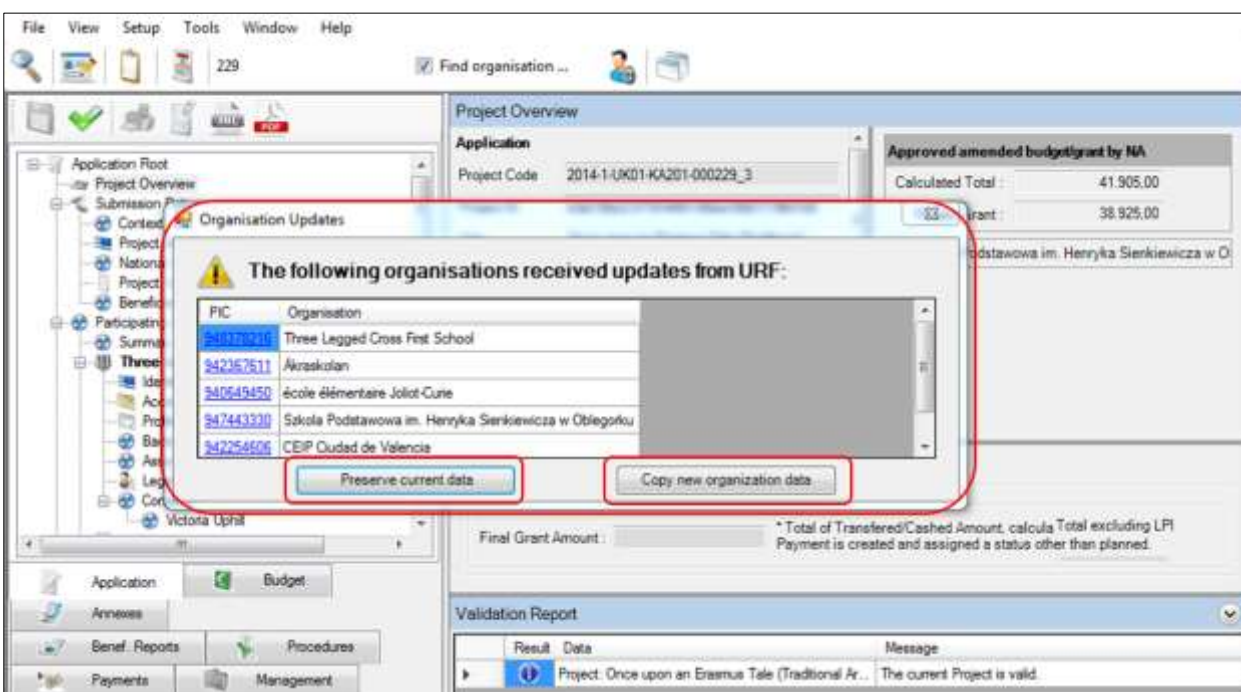
View organisation details.

Click on the view icon to open **Organisation Details** screen.

	Beneficiary	Coordinator	Partner	(GR1-EN)_PIC	Legal Name	Public DepartmentBody	Non-profit	Country	City	Role	
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Poland	Oblegorek	Beneficiary	
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	940853441	Vaajakummun koulu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finland	Vaajakoski	Partner	

Organisation details are not updated?.

The organisation details for most key actions will be updated as a result of an amendment request and should first be updated in URF and then by the NA in the NAs Project Management System.



The following organisations received updates from URF:

PIC	Organisation
9400782310	Three Legged Cross First School
942367611	Akraskolan
940649450	École élémentaire Joliot-Curie
947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku
942256606	CEIP Ciudad de Valencia

Buttons: **Preserve current data**, **Copy new organization data**

Edit organisation details.

For certain Key actions e.g. KA103 and KA107 additional organisation details can be **added**. These "host" organisations can be managed by the beneficiary organisation.

In this case additional icons will be present on screen to allow editing (pencil icon) or deletion (bin icon) of the organisation.

Please note that you can not delete an organisation if it is associated to a mobility or activity.

Project & Beneficiary Organisation for 2015-1-FR01-**KA107**-014829 [Accommodation](#) [+ Create](#)

Search

Selection Export

	Beneficiary (GRI-ERL-PC)	Organisation ID	Erasmus Code	Co-Beneficiary	Legal Name	Public Department/Body	Country	City	
<input checked="" type="radio"/>	✓	99913644	014829-ORG-00001	F	MONTPEL 18	✓	France	MONTPELLIER	
<input type="radio"/>	✗	999006147	014843-ORG-00000	F	CANNES09	✗	France	BIOT	
<input type="radio"/>	✗	949530067	014851-ORG-00001	F	PARIS126	✓	France	PARIS	
<input type="radio"/>	✗	962020448	014851-ORG-00006		OHBA DAIGAKU	✓	Japan	Chiba	
<input type="radio"/>	✗	961770307	014851-ORG-00004		NATIONAL UNIVERSITY CORPORATION KYUSHU UNIVERSITY	✓	Japan	FUKUOKA	
<input type="radio"/>	✗	988361734	014851-ORG-00005		University of Tokyo	✓	Japan	Tokyo	
<input type="radio"/>	✗	999874449	014851-ORG-00002		UNIVERSIDAD DE LA REPUBLICA	✓	Uruguay	Montevideo	
<input type="radio"/>	✗	999897257	014851-ORG-00007		UNIVERSIDAD CENTRAL DE VENEZUELA	✓	Venezuela	CARACAS	

10 25 50 100

How to manage contacts

The project contact as indicated in the application form will automatically receive an email when the project is created in the Mobility Tool+. The project contact can create additional users for the

organisations. Edit access can be given to other contacts of the coordinating or beneficiary organisation. View access to the project can also be given for KA2 projects.

Quick steps

- [1. Click the project reference.](#)
- [2. Click the "Contacts" menu item.](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the details](#)
 - [4.1. Select the organisation.](#)
 - [4.2. Allow access to project?](#)
 - [4.3. Indicate as "Preferred Contact"?](#)
 - [4.4. Indicate as "Legal Representative"?](#)
 - [4.5. Contact details are the "Same as Organisation"?](#)
- [5. Click on "Save".](#)
- [6. Click on Delete icon.](#)

Detailed steps

1. Click the project reference.

Click on the project reference to open a project.

The screenshot displays the European Commission Mobility tool interface. At the top, there is a blue header with the European Commission logo and the text "European Commission Mobility tool". Below the header, there is a navigation bar with "Home" and "Project List" buttons. The main content area is titled "Welcome ECAS EAC_TRAINING". It features two sections: "Erasmus+" and "Lifelong Learning Programme". The "Erasmus+" section contains a table with columns "Grant Agreement No", "National ID", and "User's role in project". The first row of this table is highlighted with a red box around the "Grant Agreement No" value "2014-1-ER1-6430-00028-1-00". The "Lifelong Learning Programme" section also contains a table with columns "Grant Agreement No" and "National ID", listing two grant agreement numbers: "2013-1-CE1-ERA02-04900" and "2013-1-CE1-ERA10-04981". On the right side of the interface, there is a sidebar titled "About the tool" which provides information about the Mobility Tool system.

European Commission
Mobility tool

Home Project List

Welcome ECAS EAC_TRAINING

Erasmus+

Grant Agreement No	National ID	User's role in project
2014-1-ER1-6430-00028-1-00		beneficiary data access to Project

Lifelong Learning Programme

Grant Agreement No	National ID
2013-1-CE1-ERA02-04900	
2013-1-CE1-ERA10-04981	

About the tool

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

2. Click the "Contacts" menu item.

The screenshot shows the 'European Commission Mobility tool' interface. At the top, there are tabs for 'Details', 'Organisations', and 'Contacts'. The 'Contacts' tab is highlighted with a red arrow. Below the tabs, there is a navigation bar with various project management options. The main content area is titled 'Project Details' and contains several sections: 'Context information', 'Project information', 'Project Access', 'National Agency', and 'Beneficiary Organisation information'. Each section contains specific project data and links.

The list of contacts appears. The full list of project contacts as entered in the application form will be entered here.

Project 2014-1-UK01-KA201-000229_3

Details Organisations **Contacts** Project Management and Implementation Transitional Project Meetings Intellectual Outputs Multiple Events Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports

List Contacts

Search

Download Add

ID	org	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone	Mobile	Coordinator	Legal Representative	Responsible Contact
00000001		State Pedagogical Institute - Research Center for Quality	Wojciech	Chojnacki	Research	Head Teacher	wojciech.chojnacki@wp.pl	0048 22 620 00 00		✓	✓	✓
00000002		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000003		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000004		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000005		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000006		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000007		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000008		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000009		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000010		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000011		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000012		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000013		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000014		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000015		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000016		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000017		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000018		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000019		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓
00000020		State Pedagogical Institute - Research Center for Quality	Anna	Bystrzycka	Research	Head Teacher	anna.bystrzycka@wp.pl	0048 22 620 00 00		✓	✓	✓

10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200


3. Click the "+Create" button.


To add a new contact click on the "+Create" button and complete the contact details.

Project 2014-1-UKD1-KA201-000229_3 Details Organisations **Contacts** Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiple Events

Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantees Budget Reports

List Contacts





ID	INC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Coordinator/Representative	Legit	Preferred Contact	
0	04744000	Banco Prodeemora (R. Heredia Benavente) - Otago	Heredia	Guamara		Head Teacher	BAC-TRANS-18@ec.europa.eu	04647309428	✓	0	✓	0	
0	04744000	Banco Prodeemora (R. Heredia Benavente) - Otago	Baca	Bujaleve		English Teacher	BAC-TRANS-18@ec.europa.eu	+4647309428	✓	0	0	✓	
0	04229600	CEP Ciudad de Valparaíso	Valencia	Marina Vega	Education	English Teacher	tuReply@CAC.eu	+3491333000	0	0	✓	✓	
0	04229600	CEP Ciudad de Valparaíso	Valencia	Marina Vega	Education	English Teacher	tuReply@CAC.eu	+3491333000	0	0	0	✓	
0	04710600	W. Baezobol Barrios	Walter	Dora	Education	Headteacher	tuReply@CAC.eu	+1800470728	0	0	✓	✓	
0	04710600	W. Baezobol Barrios	Walter	Pir	Education	Teacher	tuReply@CAC.eu	+174348424	0	0	0	✓	
0	04007100	Scuola Internazionale Luma, Pinerolo	Marina	Advisories	Education	Director	tuReply@CAC.eu	004070461810	0	0	✓	✓	
0	00007100	Scuola Internazionale Luma, Pinerolo	Marina	Advisories	Education	Teacher school activities	tuReply@CAC.eu	004070461810	0	0	0	0	
0	04070216	Three Leggeri Open Pilot School	Giulia	Ham	Education	Headteacher	tuReply@CAC.eu	01202023480	0	✓	✓	✓	
0	04070216	Three Leggeri Open Pilot School	Valeria	Capri	Education	International School Coordinator	tuReply@CAC.eu	01202023480	0	✓	0	✓	

4. Fill in the details.

4.1. Select the organisation.

Select the organisation from the drop down list. This will affect the check boxes that are active.

The **Legal representative** check box is not active for the beneficiary organisation. Only once the contact is indicated in the NAs Project Management System as a legal representative, the box will be checked.

The screenshot shows the 'Contact Details' form. Annotation 1 points to the 'Organisation' dropdown menu, which currently displays 'Wyższa Szkoła Europejska im. Ró. Józefa Tischnera (Beneficiary)'. Annotation 2 points to the 'Access to Project' section, which includes three radio buttons: 'Edit Access to Project', 'View Access to Project', and 'No Access to Project'. Annotation 3 points to the 'Legal Representative' checkbox, which is currently unchecked. The form also includes fields for Title, Contact Gender, Contact First Name, Contact Last Name, Department, Position, Email, Legal Address, Region, Post Code, City, Telephone I, Telephone II, and Contact Community. A 'Save' button is located at the top right, and a 'Cancel' button is at the bottom right.

4.2. Allow access to project?

Depending on the organisation you select, several **Access to Project** options (check boxes) may be available. Check the box the option to allow the contact edit or no access to the project details in MT+.

For KA1 and KA3 projects, it is only possible to allow contacts of the Beneficiary organisations edit access.

For KA2 projects (excluding those as indicated as schools only) a contact from a participating organisation may be provided access to view the project but will not have access to edit the project details.

For KA201 indicated as schools only the participant organisations contacts can be given access to view the coordinator's project. The contacts from the coordinating organisation can be given access to view all participating organisations' projects.

parti participating organisations' projects.


4.3. Indicate as "Preferred Contact"?

Checking the box **Preferred Contact** will highlight the contact, in the organisation list, as the preferred person for that organisation. There can only be one preferred contact per organisation. For the

beneficiary organisation the preferred contact will receive the automatic notifications when the project data is updated in EPlusLink and resubmitted to MT+ by the National Agency. By default this is the project contact as outlined in the application form but may be changed to a newly created contact for the beneficiary contact person in MT+.

MC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary Coordinator/Representative	Legal	Preferred Contact
947443330	Stowca Podlaska im. Henryka Sienkiewicza w Orlęgu	Henryk	Stowca	Head Teacher		StowcaPodlaska@wp.pl	+48413030429	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
947443330	Stowca Podlaska im. Henryka Sienkiewicza w Orlęgu	Anna	Stowca	English Teacher		StowcaPodlaska@wp.pl	+48413030429	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
947443330	Stowca Podlaska im. Henryka Sienkiewicza w Orlęgu	Anna	Stowca	French teacher		anna.stowca@poczta.onet.pl	+48413030429	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4.4. Indicate as "Legal Representative"?

 Please note that the legal representative details can not be adjusted in MT+. To adjust the legal representative details please follow the **amendment** process.

Legal representative check box is not active. Only once the contact is indicated in the National Agency's project management system EPlusLink as a legal representative will the box be checked.

4.5. Contact details are the "Same as Organisation"?

Click on "Same as Organisation" to copy the organisation address and phone details to the contact's details.

Same as Organisation

Legal Address

ul. Gimnazjalna 15

Country

Poland

Region

Świętokrzyskie

P.O. Box

Strawczyn

Post Code

26-067

CEDEX

City

Oblęgorek

Telephone 1

+48413030429

Telephone 2

Contact Comments

Cancel

Save


4.3. Indicate as "Preferred Contact"?

Checking the box **Preferred Contact** will highlight the contact, in the organisation list, as the preferred person for that organisation. There can only be one preferred contact per organisation. For the beneficiary organisation the preferred contact will receive the automatic notifications when the project data is updated in the NAs Project Management System and resubmitted to MT+ by the National Agency. By default this is the project contact as outlined in the application form but may be changed to a newly created contact for the beneficiary contact person in MT+.



PC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Coordinator/Representative	Legal	Preferred Contact
<input type="radio"/>	Stożka Podlaska im. Henryka Sienkiewicza w Orlęgu	Henryk	Chodźba		Head Teacher	SAC TRAMET-15@wp.poczta.onet.pl	0048413030429	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	Stożka Podlaska im. Henryka Sienkiewicza w Orlęgu	Małgorzata	Stępińska		English Teacher	SAC TRAMET-15@wp.poczta.onet.pl	+48413030429	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	Stożka Podlaska im. Henryka Sienkiewicza w Orlęgu	Małgorzata	Stępińska		Parent teacher	małgorzata.stępińska@wp.poczta.onet.pl	+48413030429	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

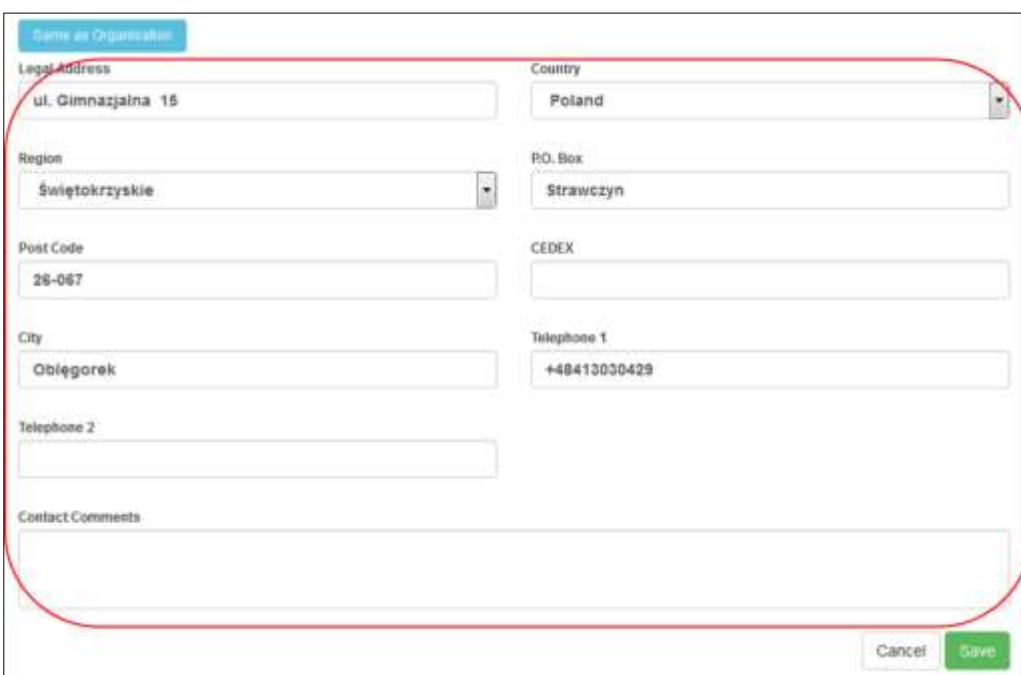
4.4. Indicate as "Legal Representative"?

 Please note that the legal representative details cannot be adjusted in MT+. To adjust the legal representative details please follow the [amendment](#) process.

Legal representative check box is not active. Only once the contact is indicated in the NAs Project Management System as a legal representative, the box will be checked.

4.5. Contact details are the "Same as Organisation"?

Click on "**Same as Organisation**" to copy the organisation address and phone details to the contact's details.



Same as Organisation

Legal Address: ul. Gimnazjalna 15

Country: Poland

Region: Świętokrzyskie

P.O. Box: Strawczyn

Post Code: 26-067

CEDEX:

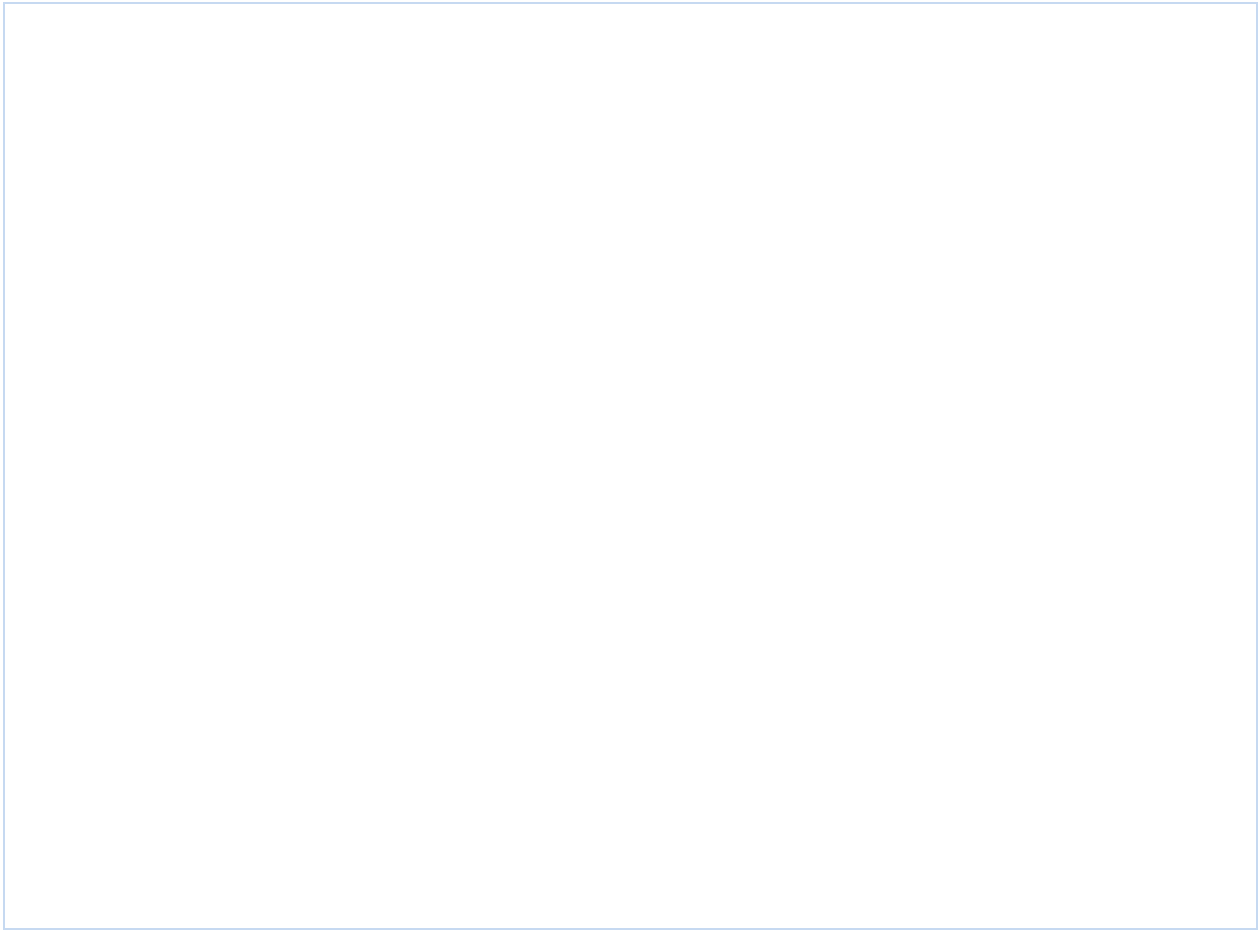
City: Oblęgorek

Telephone 1: +48413030429

Telephone 2:

Contact Comments:

Cancel Save



5. Click on "Save".

To save the data, click the "Save" button.

Same as Organisation

Legal Address

ul. Gimnazjalna 15

Country

Poland

Region

Świętokrzyskie

P.O. Box

Strawczyn

Post Code

26-067

CEDEX

City

Oblęgorek

Telephone 1

+48413030429

Telephone 2

Contact Comments

Save

6. Click on Delete icon.

Click on the bin icon to delete a contact.



Please note that the legal representative cannot be deleted.

INC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Coordinator/Representative	Legal	Preferred Contact	
94740220	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłęgowie	Henryk	Chodkiewicz	Head Teacher		SAC Henryk.Chodkiewicz@wp.pl	0048413030429	✓	✗	✓	✗	
94740220	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłęgowie	Mark	Łojkowski	English Teacher		SAC Mark.Lojkowski@wp.pl	+48413030429	✓	✗	✗	✓	
94740330	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłęgowie	Mark	Łojkowski	English Teacher		mark.loykowski@wp.pl	+48413030429	✓	✗	✗	✓	
942254000	CEP Clubul de Tineret	Maria	Martinez	Education	English Teacher	to@cep@cep.ro	+3491222999	✗	✗	✓	✓	

How to manage mobilities for KA1 and KA3 projects

What are KA1 and KA3 mobilities?

Each Erasmus+ key action is divided into different action types depending on the intended programmes objectives and target groups. Activity types therein further divide such action types into homogeneous groups of participants encoded as mobilities within Mobility Tool. Mobilities represent the sending of a particular individual from an origin country to a destination country typically within the set of Erasmus+ programme countries. Depending on the activity type concerned each participant in an Erasmus+ mobility is entitled to receive funds for travel, individual support, special needs, exceptional costs, etc. Mobility tool allows Beneficiary Organisations to manage all this information in a coherent and meaningful manner.

Videos not available in pdf, word or print format

These videos add here for this chapter can not be printed. All of these videos but were made available to the National Agencies last year to be distributed via their own channels.

How to add a mobility

Length of video	Version of Tool	Comments
7min 03sec	MT+ 1.7.1	<p>This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same.</p> <p>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.</p> <p>The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type Student mobility for studies between programme countries. Some fields are only relevant for KA103. Fields, which are required for other action types or activity types, will be missing from this scenario.</p>

Video

URL: [How to add a mobility](#)

QR code:



How to export and import mobilities using xls or xlsx

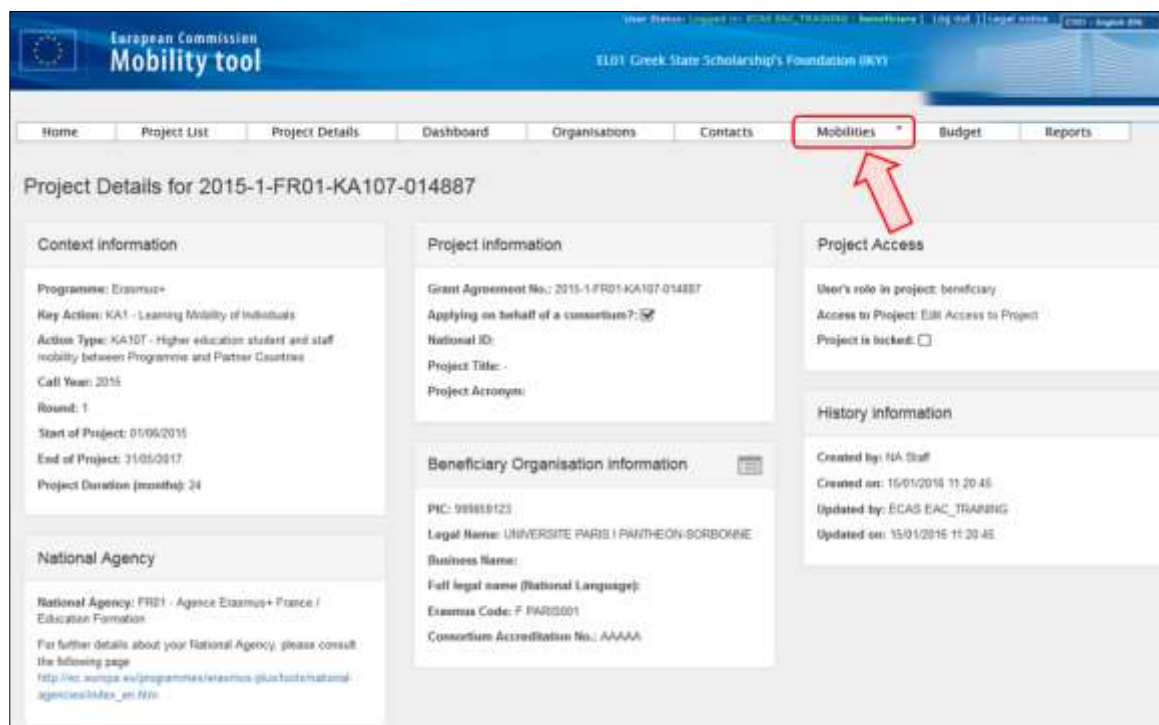
Quick steps

- [1. Click the "Mobilities" tab.](#)
- [2. Select "Import - Export" option.](#)
- [3. Click the "Export XLS" or the "Export XLSX" button.](#)
- [4. Click the "Save File" radio button.](#)
- [5. Click on "OK".](#)
- [6. Enter a name in the "File name" field.](#)
- [7. Click on "Save".](#)
- [8. Double-click to open the file.](#)
- [9. Update the list of Mobilities.](#)
- [10. Click on "Import".](#)
- [11. Select your document.](#)
- [12. Click on "Open".](#)
- [13. Check the "Import Status".](#)
- [14. Click the blue hyperlink when the file is exported.](#)

Detailed steps

1. Click the "Mobilities" tab.

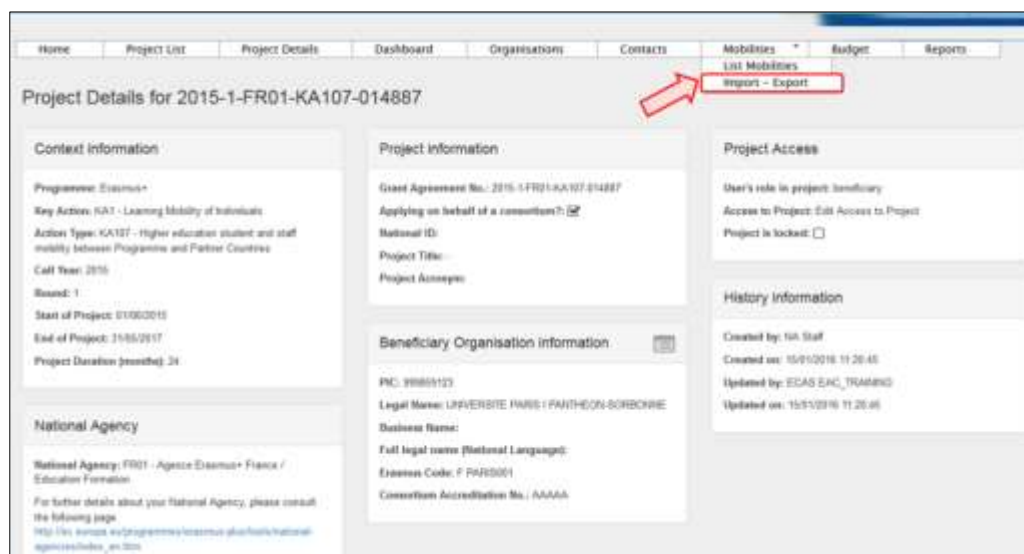
Click on the **Mobilities** tab of the project.



The screenshot shows the 'European Commission Mobility tool' interface. The top navigation bar includes tabs: Home, Project List, Project Details, Dashboard, Organisations, Contacts, **Mobilities** (highlighted with a red box and a red arrow), Budget, and Reports. The main content area is titled 'Project Details for 2015-1-FR01-KA107-014887'. It is divided into three main sections: Context information, Project information, and Project Access. The Context information section includes details about the Programme (Erasmus+), Key Action (KA1 - Learning Mobility of Individuals), Action Type (KA107 - Higher education student and staff mobility between Programme and Partner Countries), Call Year (2015), Round (1), Start of Project (01/05/2015), End of Project (31/05/2017), and Project Duration (months): 24. The Project information section includes Grant Agreement No.: 2015-1-FR01-KA107-014887, Applying on behalf of a consortium? (checked), National ID, Project Title, and Project Acronym. The Project Access section includes User's role in project: beneficiary, Access to Project: Edit Access to Project, and Project is locked? (unchecked). The History information section includes Created by: N/A Staff, Created on: 15/01/2016 11:20:45, Updated by: ECAS_EAC_TRAINING, and Updated on: 15/01/2016 11:20:45. The National Agency section includes National Agency: FR01 - Agence Erasmus+ France / Education Formation and a link for further details.

2. Select "Import-Export" option.

In the drop-down list, click the **Import - Export** option.



The screenshot shows the same 'European Commission Mobility tool' interface as before, but with the 'Mobilities' dropdown menu open. The dropdown menu has three options: 'List Mobilities', 'Import - Export' (highlighted with a red box and a red arrow), and 'Export - Import'. The main content area remains the same as in the previous screenshot.

3. Click the "Export XLS" or the "Export XLSX" button.

Depending on the Excel file format, click the **Export XLS** or the **Export XLSX** button. In this case, we will click the **Export XLS** button.

Import - Export for 2015-1-FR01-KA107-014887

Monthly Team Field Delivery

Export Student Mobilities and the associated Organisations information

Export CSV Export XLS Export XLSX

Please select an import file for Student Activities

Import

Drop Here Your File(s)

Export Staff Mobilities and the associated Organisations information

Export CSV Export XLS Export XLSX

Please select an import file for Staff Mobilities

Import

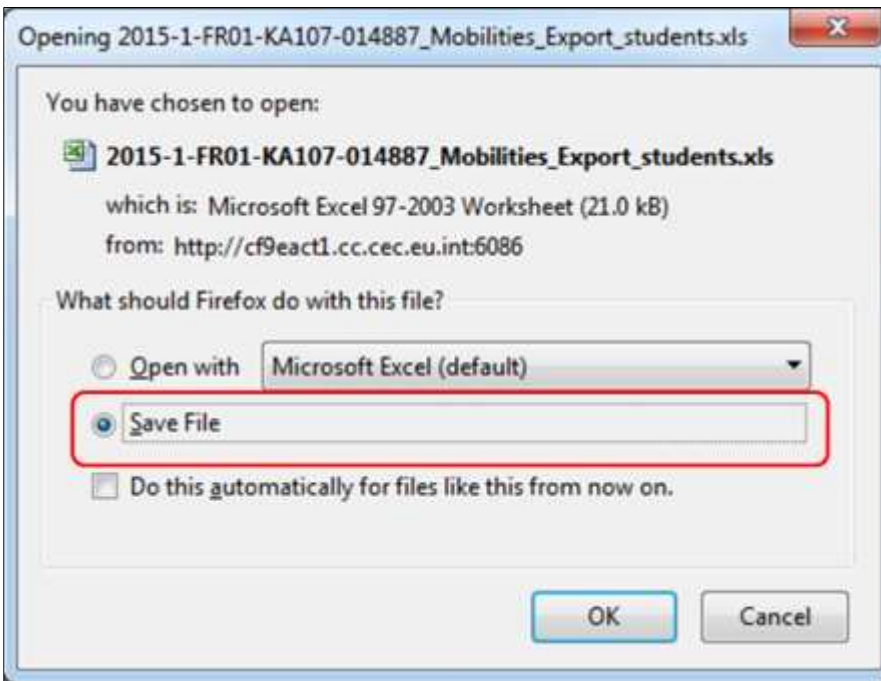
Drop Here Your File(s)

Import Status

Import Date	Import Type	File	User	Role	Status
-------------	-------------	------	------	------	--------

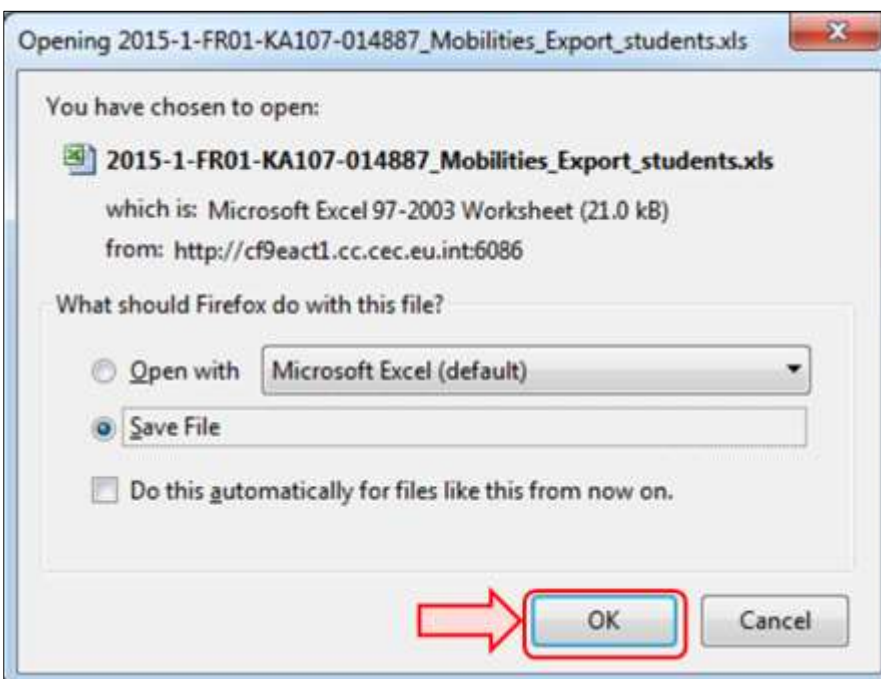
4. Click the "Save File" radio button.

A pop-up window appears. Click the **Save File** radio button.



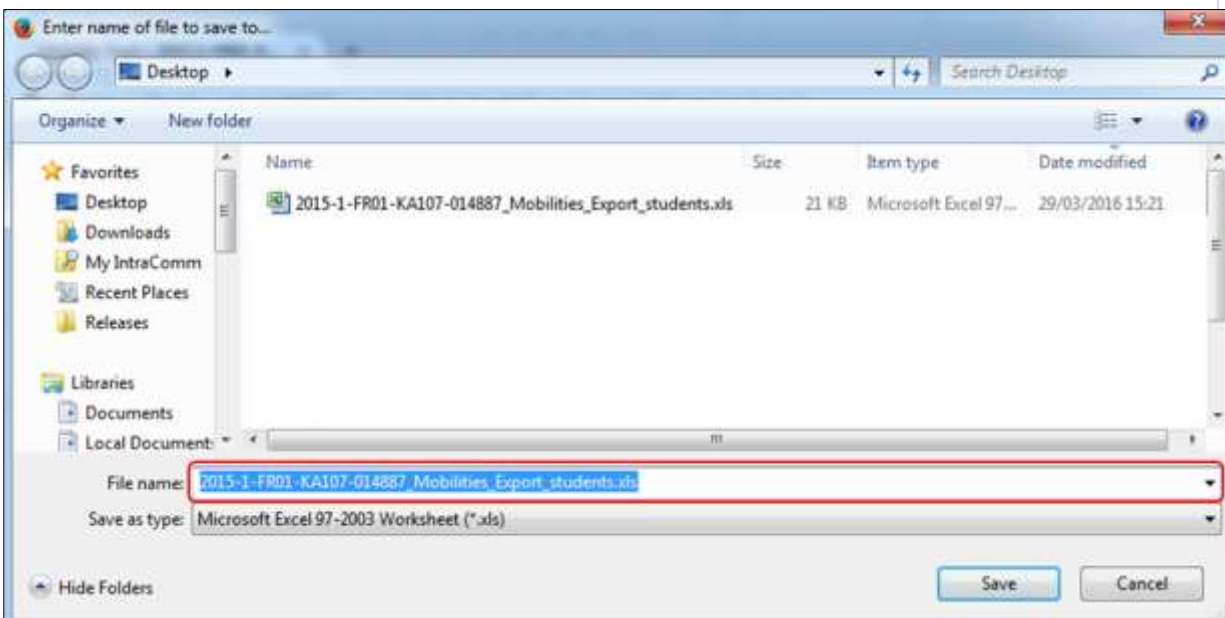
5. Click on "OK".

Once you have clicked the **Save File** radio button, click on the **OK** button.



6. Enter a name in the "File name" field.

Enter the name of the report in the **File name** field.



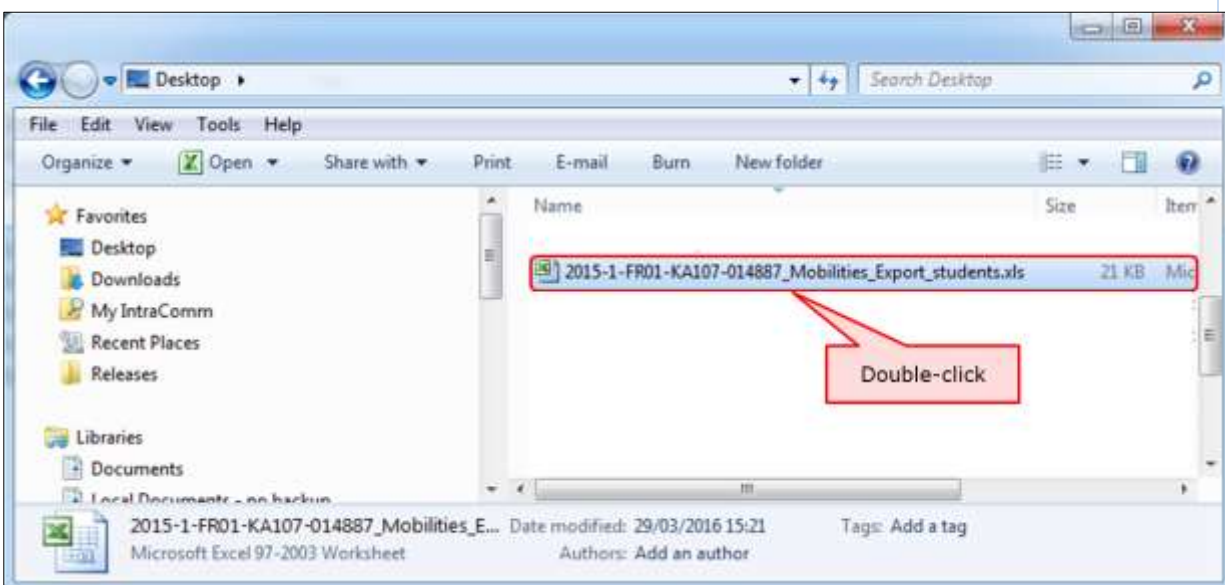
7. Click on "Save".

Click the **Save** button.



8. Double-click to open the file.

To open, **double-click** on the file.



9. Update the list of Mobilities.

In the Excel spreadsheet, you can update the list of Mobilities if necessary. To understand how to complete the list of mobilities see the [How to export and import mobilities with CSV](#). Specific instructions for CSV, such importing the file using the **From text** wizard is not applicable for xls/xlsx nor saving as CSV. If you export as xls or xlsx the file can be saved as xls or xlsx.

The screenshot shows an Excel spreadsheet titled '2015-1-FR01-KA107-014887_Mobilities_Export_students.xls [Compatibility Mode] - Microsoft Excel'. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', and 'Developer'. The 'Home' tab is active, showing options for 'Cells', 'Font', 'Paragraph', 'Styles', 'Editing', and 'Clipboard'. The spreadsheet contains a table with the following data:

Grant Agreement No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email	Nationality	Participant
		DICT (YES/NO)				DD-MM-YYYY	DICT		DICT	DICT (YES/NO)
2015-1-FR01-KA107-014887	HE-SMS-T	YES		Justine	Le Roy	16-01-1992	F	justineleroy@mailaddress.com	DE	NO
2015-1-FR01-KA107-014887	HE-SMS-T	YES		Laurence	Pepinster	10-03-1992	F	laurencepepinster@mailaddress.com	TH	NO
2015-1-FR01-KA107-014887	HE-SMS-T	YES		Nicolas	Jules	17-06-1991	M	nicolas.jules@mailaddress.com	FR	NO
2015-1-FR01-KA107-014887	HE-SMS-T	YES		Anthony	Melany	17-12-1992	M	anthanymelany@mailaddress.com	FR	NO

10. Click on "Import".

To import your file in MT+, click the **Import** button.

Import - Export for 2015-1-FR01-KA107-014887

Mobiles Tools Data Exchange

Export Student Mobilities and the associated Organisations information

Export CSV Export XLS Export XLSX

Please select an import file for Student Mobilities

Import

Drop Here Your File(s)

Export Staff Mobilities and the associated Organisations information

Export CSV Export XLS Export XLSX

Please select an import file for Staff Mobilities

Import

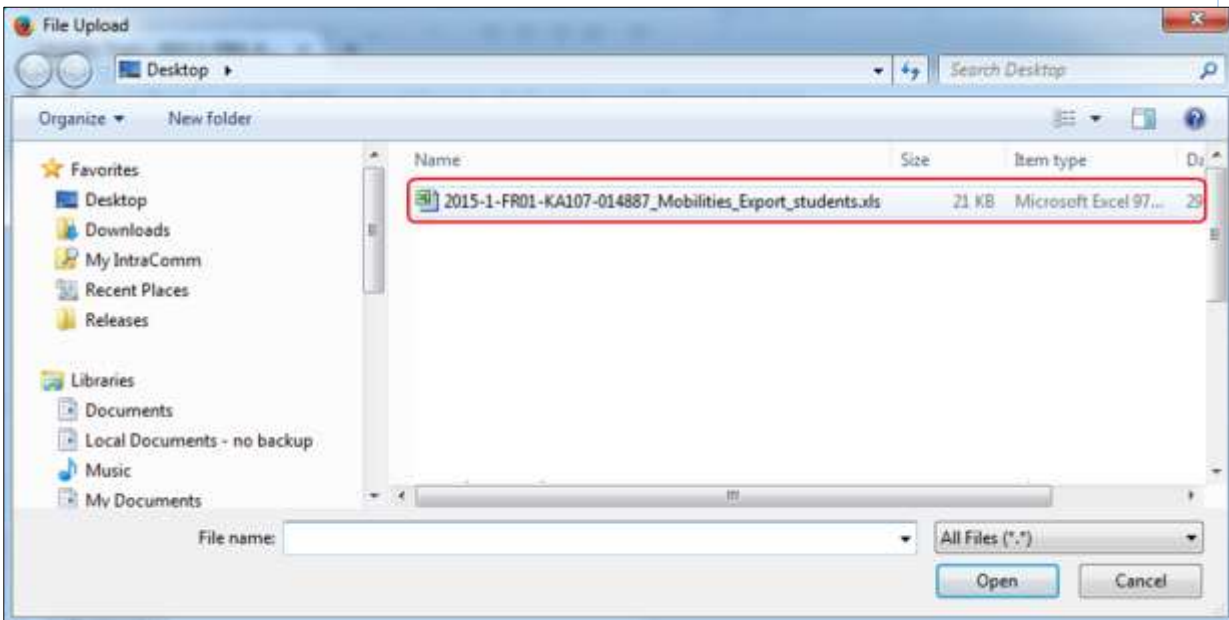
Drop Here Your File(s)

Import Status

Import Date	Import Type	File	User	Role	Status
-------------	-------------	------	------	------	--------

11. Select your document.

Then **select** your Excel file.



12. Click on "Open".

Click on the **Open** button.



13. Check the "Import Status".

The Excel file will be automatically imported. The status details of the import is shown in the **Import Status** section.

Import - Export for 2015-1-FR01-KA107-014887

Export Student Mobilities and the associated Organisations information

Export CSV Export XLS Export XLSX

Please select an import file for Student Mobilities

Import

Drop Here Your File(s)

Import Status

Import Date	Import Type	File	User	Role	Status
a few seconds ago	Student	2015-1-FR01-KA107-014887_Mobilities_Export_students.xls	ECAS EAO TRAINING	beneficiary	Import pending

14. Click the blue hyperlink when the file is exported.

When the file is imported, the status is 'Successfully imported X mobilities'. If required, click the blue hyperlink to open the file just imported.

Import - Export for 2015-1-FR01-KA107-014887

Export Student Mobilities and the associated Organisations information

Export CSV Export XLS Export XLSX

Please select an import file for Student Mobilities

Import

Drop Here Your File(s)

Import Status

Import Date	Import Type	File	User	Role	Status
a few seconds ago	Student	2015-1-FR01-KA107-014887_Mobilities_Export_students.xls	ECAS EAO TRAINING	beneficiary	Import pending

Successfully imported 4 mobilities

How to export and import mobilities

Length of video	Version of Tool	Comments
10min 16sec	MT+1.7.1	<p>This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same.</p> <p>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.</p> <p>The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type Student mobility for studies between programme countries. Some fields are only relevant for KA103. Fields, which are required for other action types or activity types, will be missing from this scenario.</p>

Video

URL: [How to export and import mobilities](#)

QR code:



How to view the error log

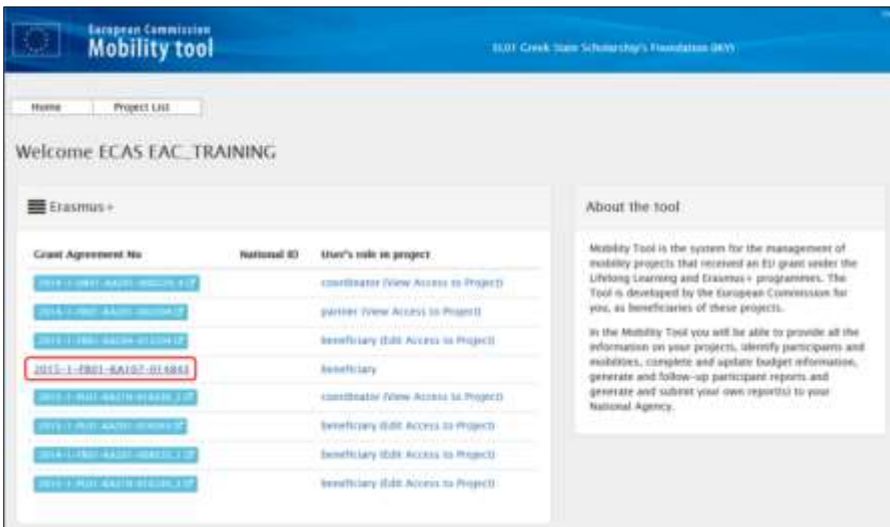
Quick steps

- [1. Open your project.](#)
- [2. Click the "Mobilities" tab.](#)
- [3. Select "Import-Export".](#)
- [4. Click the "View Error Log" button.](#)
- [5. Click the error lines.](#)
- [6. Click the "Close" button.](#)

Detailed steps

1. Open your project.

Open your project by clicking on the reference number.



The screenshot shows the 'European Commission Mobility tool' interface. At the top, there's a blue header with the European Commission logo and the text 'European Commission Mobility tool' and 'EU/EEA Greek State Scholarship's Foundation (GK/Υ)'. Below the header, there's a navigation bar with 'Home' and 'Project List'. The main content area is titled 'Welcome ECAS EAC TRAINING'. On the left, there's a sidebar with the 'Erasmus+' logo. The main area displays a table of projects with columns for 'Grant Agreement No.', 'National ID', and 'User's role in project'. The project '2015-1-FR01-KA107-015861' is highlighted with a red box. To the right of the table, there's a section titled 'About the tool' which describes the tool's purpose and functionality.

Grant Agreement No.	National ID	User's role in project
2014-0-0001-KA201-000001-01		coordinator (View Access to Project)
2014-1-0001-KA201-000001-01		partner (View Access to Project)
2014-1-0001-KA201-000001-01		beneficiary (Full Access to Project)
2015-1-FR01-KA107-015861		beneficiary
2015-1-FR01-KA201-000001-01		coordinator (View Access to Project)
2015-1-FR01-KA201-000001-01		beneficiary (Full Access to Project)
2014-1-0001-KA201-000001-01		beneficiary (Full Access to Project)
2015-1-FR01-KA201-000001-01		beneficiary (Full Access to Project)

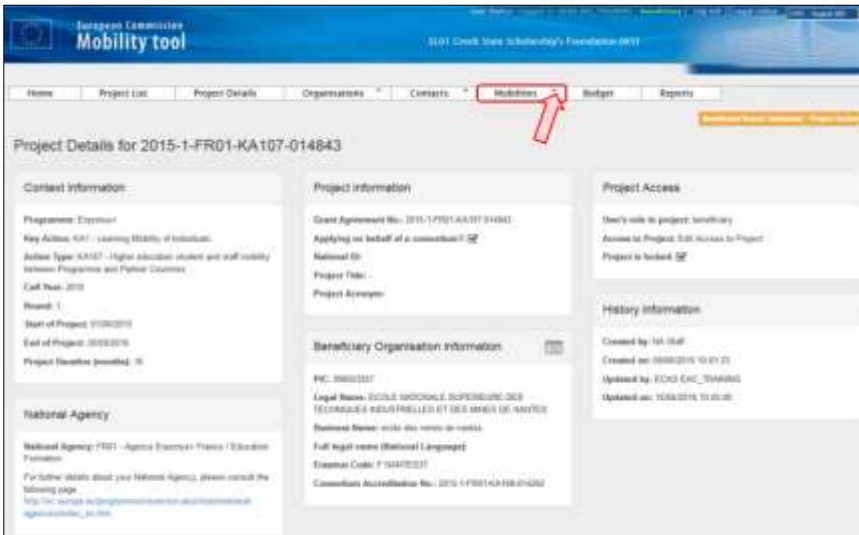
About the tool:

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and exhibitors, complete and update budget information, generate and follow-up participant reports and generate and submit your own reports to your National Agency.

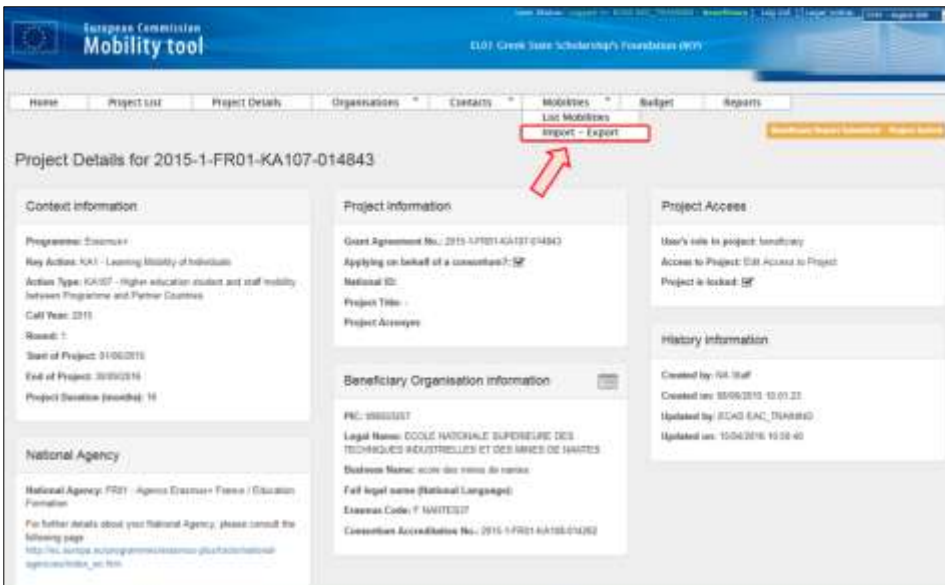
2. Click the "Mobilities" tab.

Click on the tab or on the arrow of the **Mobilities** tab, to expand the menu.



3. Select "Import-Export".

Select the **Import-Export** option.



4. Click the "View Error Log" button.

In the **Import Status** zone, click the **View Error Log** blue button.

A pop-up window will appear with:

1. The reference number of the project in the header and the total number of errors.
2. The error details lines with the number of the error found.

Import - Export for 2015-1-FR01-KA107-014843

Export Student Mobilities and the associated Organisations information

Import Status

Import Date	Type	File	User	Rate	Status
21 minutes ago	Student	2015-1-FR01-KA107-014843_Student_Export_students.xls	EDMG SMC_Student	mandatory	Successfully imported 10 mobilities
2 months ago	Student	2015-KA107-014843010.xls	Justin Hye	mandatory	Successfully import
4 months ago	Staff	2015-KA107-staff.xls	Karl Lutz	mandatory	Successfully import
6 months ago	Staff	2015-KA107-staff.xls	Jenni Dupont	mandatory	File could not be imported Download Error Log
6 months ago	Staff	2015-KA107-staff.xls	Sylvie Ritz	mandatory	File could not be imported Download Error Log

View Error Log

2015-1-FR01-KA107-014843 1

Mandatory field not provided 2

Close

5. Click the error lines.

Click on the first error line to see the error details and the custom messages. To close the details, click again on the first error line or click the second error line.



Note: when the first error line is clicked, it is not possible to click the next error line at the same time. You are only allowed to open one at a time.

In the example below, two errors have been detected. Those two organisations are not allowed to be a sending organisation for this mobility.

2015-1-FR01-KA107-014843

Mandatory field not provided ?

Close

2015-1-FR01-KA107-014843

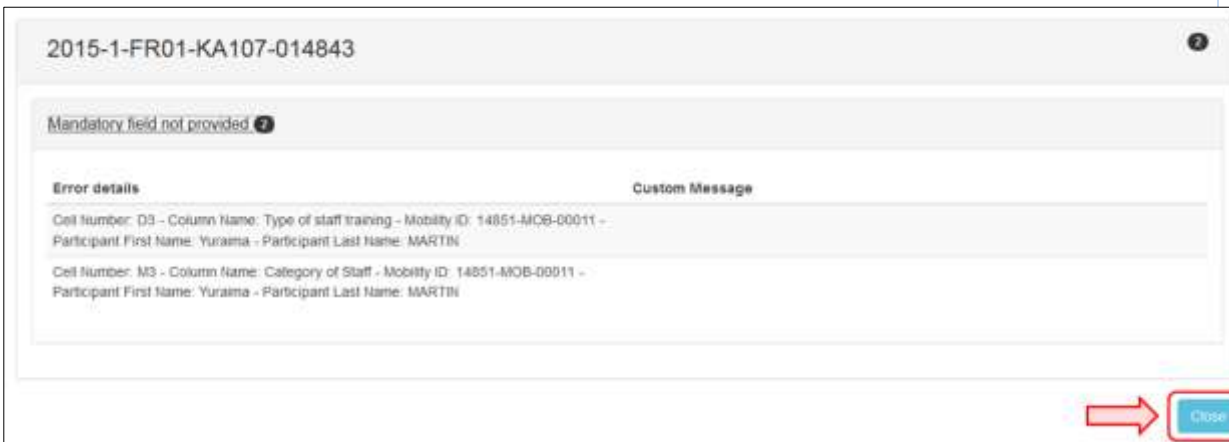
Mandatory field not provided ?

Error details	Custom Message
Cell Number: D3 - Column Name: Type of staff training - Mobility ID: 14601-MOB-00011 - Participant First Name: Yulsana - Participant Last Name: MARTIN	
Cell Number: M3 - Column Name: Category of Staff - Mobility ID: 14601-MOB-00011 - Participant First Name: Yulsana - Participant Last Name: MARTIN	

Close

6. Click the "Close" button.

Click the **Close** button to close the error log.



How to read the error log

Length	Version of Tool	Comments
5min	MT+1.7.1	<p>This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same.</p> <p>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.</p> <p>The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type "Student mobility for studies between programme countries". Some fields are only relevant for KA103. Fields which are required for other action types or activity types, will be missing from this scenario.</p>

Video

URL: [How to read the error log](#)

QR code:



How to work with CSV

Length	Version of Tool	Comments
6min 24 sec	MT+1.7.1	<p>This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same.</p> <p>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.</p> <p>The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type "Student mobility for studies between programme countries". Some fields are only relevant for KA103. Fields, which are required for other action types or activity types, will be missing from this scenario.</p>

Video

URL: [How to work with CSV](#)

QR code:



How to manage activities for KA2 projects

What about KA2 Strategic Partnerships?

Strategic partnerships' projects are also supported by Mobility Tool. Although not managing pure mobilities such projects need to be managed in terms of the outcomes and results they produce especially for those projects mostly concerned with development of innovation. Therefore Mobility Tool provides all needed functionality to create and manage a KA2 project allocation of funds for project management and implementation, transnational project meetings, intellectual outputs and associated multiplier events and individuals participating in learning, teaching and training activities, the latter mostly relevant for projects targeting exchanges of practices. The filling in and submission of final report by Beneficiary Organisations and subsequent validation by National Agencies is also available for KA2.

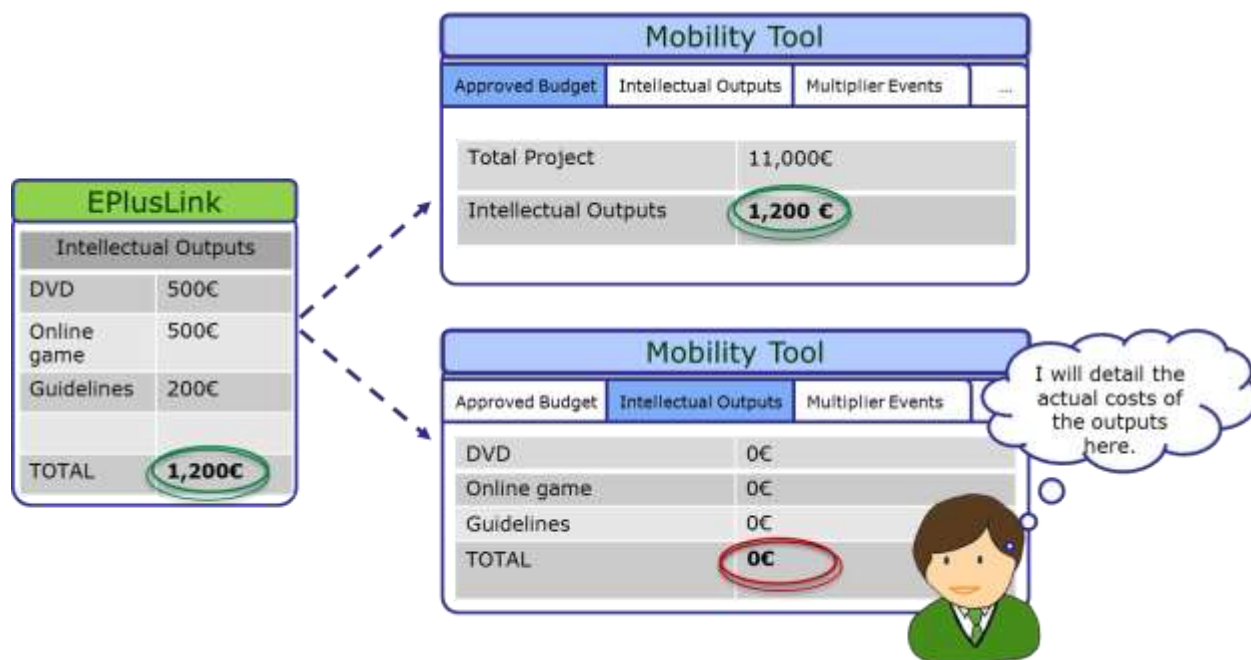
Mobility Tool+ Release 2.5.0 introduced a new field called **Project Main Objective** in the project details screen for **2016 KA2 Strategic Partnerships**. If a project's main objective is **Exchanges of Practices** then project tabs **Intellectual Outputs** and **Multiplier Events** will not be available. These tabs will only be available for a project whose main objective is **Development of Innovation** (see Menu and Navigation).

Project Data

When the project is created in MT+, project information is populated under the various tabs, such as organisations and contacts. The budget approved can be viewed from the budget tab. Details of the activities for Project Management and Implementation (PMI), Intellectual Outputs (IO), Multiplier Events (ME) and Learning, Teaching and training activities (LTT) are listed but do not contain the cost values for

these activities. These items can be edited under the respective tabs. These items may be updated by the National Agency as a result of Amendment request or check of grant beneficiary.

Most cost values are calculated automatically in these screens after the number of participants or distance band is entered.



The “Central Rates Web service” is responsible for the validation and calculation of such costs as the travel grant, individual support, organisational support, linguistic support, course fees unit, all top-ups and total amounts. This allows to keep validation rules and calculation formulas harmonised across different IT systems.

Most tabs open to a list view, displaying the activities or items. In many cases, the activities when opened or edited may contain additional lists of items such as participating organisations, attendees or resources.

Likewise, when creating new items, you may notice that first the basic information such as title or location should be saved and only then will it be possible to add the list of participants or organisations.

The functionality for these lists are explained in the section **List functionalities**. How to complete the details is explained under the various **How to** pages.

Who can manage or view the project?

For KA2 projects by default the person who is indicated in the application form as the project contact of the coordinating organisation, will have access to view and edit the project details. Partner contacts may also be given view access to the project.

For KA201 indicated as schools only, the organisations contacts may have view or edit access to their projects and view access to the coordinators project. The coordinating organisation's contacts may have view access to all partner organisations.

Project Management and Implementation

The **Project Management and Implementation** screen allows to record costs for project management activities such as: planning, finances, coordination and communication between partners.

Quick steps

- [1. Click on the project reference.](#)
- [2. Click on the Project Management and Implementation tab.](#)
- [3. Select the participating organisation.](#)
- [4. Click on the pencil \(Edit\) icon and enter the Total \(Adjusted\) amount.](#)
- [5. Click on the save icon.](#)
- [6. Add a comment.](#)

Detailed steps

1. Click on the project reference.

From the homepage click on the project reference to open the project.

European Commission
Mobility tool

EL01 Greek State Scholarship's Foundation (IKY)

Home Project List

Welcome ECAS EAC_TRAINING

Lifelong Learning Programme

Grant Agreement No	National ID
2013-1-GR1-ERA02-04900	
2013-1-GR1-ERA10-04983	

Erasmus+

Grant Agreement No	National ID	User's role in project
2015-1-PL01-KA201-016343		beneficiary (Edit Access to Project)

About the tool

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

2. Click on the Project Management and Implementation tab.

Project 2015-1-PL01-KA201-016343

Details Organisations Contacts **Project Management and Implementation** Transnational Project Meetings Intellectual Outputs

Multiple Events Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports

Project Details

Context information

Programme: Erasmus+

Key Action: KA2 - Cooperation for innovation and the exchange of good practices

Action Type: KA201 - Strategic Partnerships for school education

Call Year: 2015

Round: 1

Start of Project: 01/09/2015

End of Project: 01/08/2018

Project Duration (months): 36

Project information

Grant Agreement No.: 2015-1-PL01-KA201-016343

National ID:

Project Title: Project Title_13032015

Project Acronym: Project Acronym_13032015

Partnership between regions: ☒

Project Access

User's role in project: beneficiary

Access to Project: Edit Access to Project

Project is locked: ☐

History information

Created by: NA Staff

Created on: 18/03/2016 15:46:10

Updated by: NA Staff

Updated on: 18/03/2016 15:46:15

National Agency

National Agency: PL01 - Foundation for the Development of the Education System

For further details about your National Agency, please consult the following page

http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

Beneficiary Organisation information

IGR1-ENL_PIC: 963132360

Legal Name: Hitomizu

Business Name: Hitomizu

Full legal name (National Language):

3. Select the participating organisation.

Select the organisation for which the PMI costs are being allocated.

This section contains information about the contributions to the participating organisations' activities such as project management (planning, finances, coordination and communication between partners, etc.) according to the specific project contracted duration.

All additional information will have to be added by editing the selected PMI item. The total approved amount for this item can be viewed at the bottom of the screen and in the budget summary screen.

The total adjusted amount for all organisations should not be greater than the approved amount.

For school to school only projects only the beneficiary organisation will be listed here.

Project 2015-1-PLD1-KA201-016343 Details Organisations Contacts **Project Management and Implementation** Transnational Project Meetings Intellectual Outputs Multiple Events

Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantees Budget Reports

Project Management and Implementation

Search

Selection Export

Participating Organisation	Role	Total
<input type="radio"/> Hitemizu	Beneficiary	0.00 €
<input type="radio"/> UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0.00 €
<input type="radio"/> UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0.00 €
<input type="radio"/> UNIVERSITAT DE BARCELONA	Partner	0.00 €
<input type="radio"/> UNIVERSITE DE LIEGE	Partner	0.00 €
<input checked="" type="radio"/> UNIVERSITEIT GENT	Partner	25,001.00 €
Total		25,001.00 €

10 25 50 100

Approved Budget (by National Agency) 82,800.00 €

If the total requested amount is different from the total calculated amount (taking into account the maximum allowed amount), please explain why:

4. Click on the pencil (Edit) icon and enter the Total (Adjusted) amount.

Enter manually the total PMI contribution to the activities of the specified organisation:

Project Management and Implementation

Search

Selection Export

Participating Organisation	Role	Total
<input type="radio"/> Hlomsia	Beneficiary	0.00 €
<input type="radio"/> UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0.00 €
<input type="radio"/> UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0.00 €
<input type="radio"/> UNIVERSITAT DE BARCELONA	Partner	0.00 €
<input type="radio"/> UNIVERSITE DE LIEGE	Partner	0.00 €
<input checked="" type="radio"/> UNIVERSITEIT GENT	Partner	25.001,00 €
Total		25.001,00 €

Click the pencil icon to edit

Participating Organisation	Role	Total
<input type="radio"/> Hlomsia	Beneficiary	0.00 €
<input type="radio"/> UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0.00 €
<input type="radio"/> UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0.00 €
<input type="radio"/> UNIVERSITAT DE BARCELONA	Partner	0.00 €
<input type="radio"/> UNIVERSITE DE LIEGE	Partner	0.00 €
<input checked="" type="radio"/> UNIVERSITEIT GENT	Partner	<input type="text" value="23500"/>
Total		25.001,00 €

Enter the amount

5. Click on the save icon.

Participating Organisation	Role	Total
<input type="radio"/> Hitezu	Beneficiary	0.00 €
<input type="radio"/> UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0.00 €
<input type="radio"/> UNIVERSITAT AUTONOMA DE BARCELONA	Partner	
<input type="radio"/> UNIVERSITAT DE BARCELONA	Partner	
<input type="radio"/> UNIVERSITE DE LIEGE	Partner	0.00 €
<input checked="" type="radio"/> UNIVERSITEIT GENT	Partner	<input type="text" value="23500"/>
Total		25.001,00 €

Click the save icon

✓ Data successfully saved

Participating Organisation	Role	Total
<input type="radio"/> Hitezu	Beneficiary	0.00 €
<input type="radio"/> UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0.00 €
<input type="radio"/> UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0.00 €
<input type="radio"/> UNIVERSITAT DE BARCELONA	Partner	0.00 €
<input type="radio"/> UNIVERSITE DE LIEGE	Partner	0.00 €
<input type="radio"/> UNIVERSITEIT GENT	Partner	23.500.00 €
Total		23.500,00 €

Data successfully saved

23.500,00 €

6. Add a comment.

Add a comment if the amount is different than the total calculated amount taking into consideration the maximum allowed amount. Click on **Save**.

selection

Export

	Participating Organisation	Role	Total
<input type="radio"/>	Hibernia	Beneficiary	0.00 €
<input type="radio"/>	UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0.00 €
<input type="radio"/>	UNIVERSITAT AUTÒNOMA DE BARCELONA	Partner	0.00 €
<input type="radio"/>	UNIVERSITAT DE BARCELONA	Partner	0.00 €
<input type="radio"/>	UNIVERSITE DE LIÈGE	Partner	0.00 €
<input type="radio"/>	UNIVERSITEIT GENT	Partner	23 500.00 €
Total			23 500.00 €

10

25

50

100

Approved Budget (by National Agency) 43.000.00 €

If the total requested amount is different from the total calculated amount (taking into account the maximum allowed amount), please explain why:
The amount is different due to a reduction...

1004 characters left

Save

MT+ KA2 Transnational Project Meetings

This page explains how to add the details for a new **Transnational Project Meeting**. Transnational project meetings are events organised by one of the project's participating organisations with the purpose of project implementation and coordination. The screen functionality allows to list the transnational project meetings, with the number of participants per meeting and its associated cost amounts also per meeting.

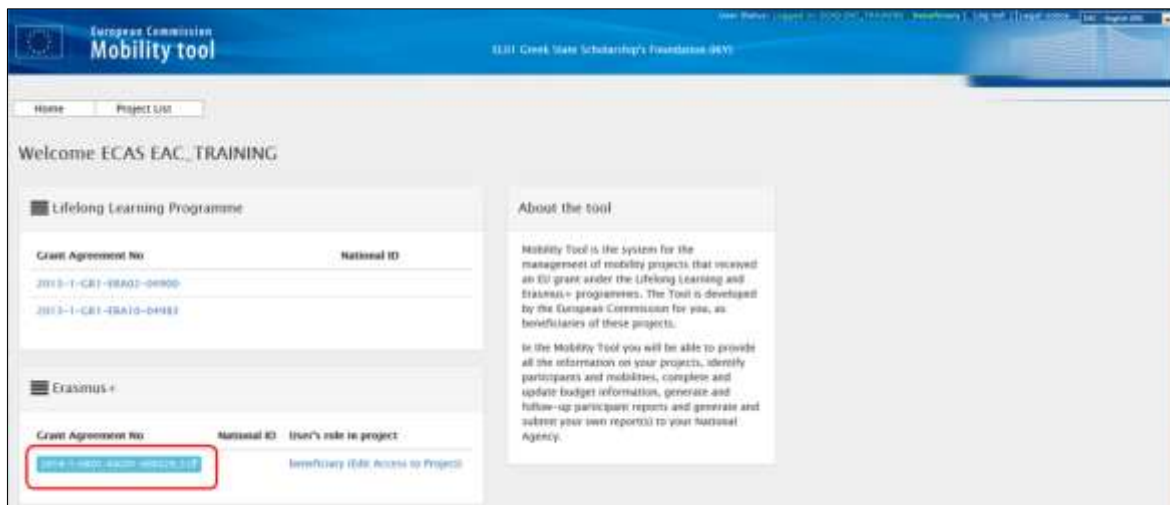
Quick steps

- [1. Click on the project reference.](#)
- [2. Open the "Transnational Project Meetings tab".](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the meeting details.](#)
- [5. To save the details and to add participants, click the "Save" button.](#)
- [6. The participants section appears.](#)
- [7. Click the "+Create" button to add a Participants Form.](#)
- [8. Fill in the details.](#)
- [9. Click the "Save" button.](#)
- [10. The "Participants" list appears.](#)
- [11. Click on "Back to list" to return to the previous screen.](#)
- [12. Click the edit icon.](#)
- [13. Click on delete icon to delete.](#)

Detailed steps

1. Click on the project reference.

From the homepage of Mobility Tool click on the project reference to open the project.

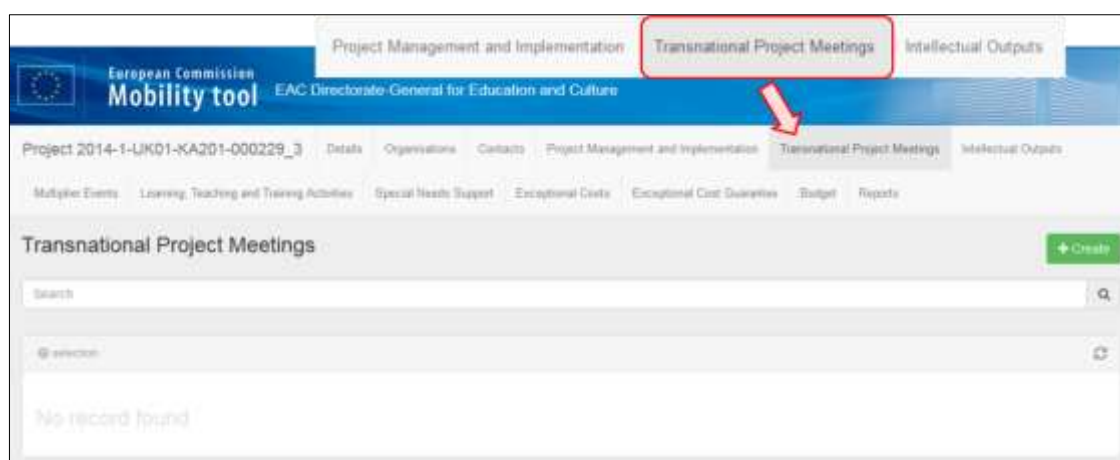


2. Open the "Transnational Project Meetings tab".

The **Transnational Project Meetings** or TPM's entered into the NAs Project Management System will not appear in this list, on project creation and will not be updated. The total approved for TPMs can be viewed under the Budget tab.

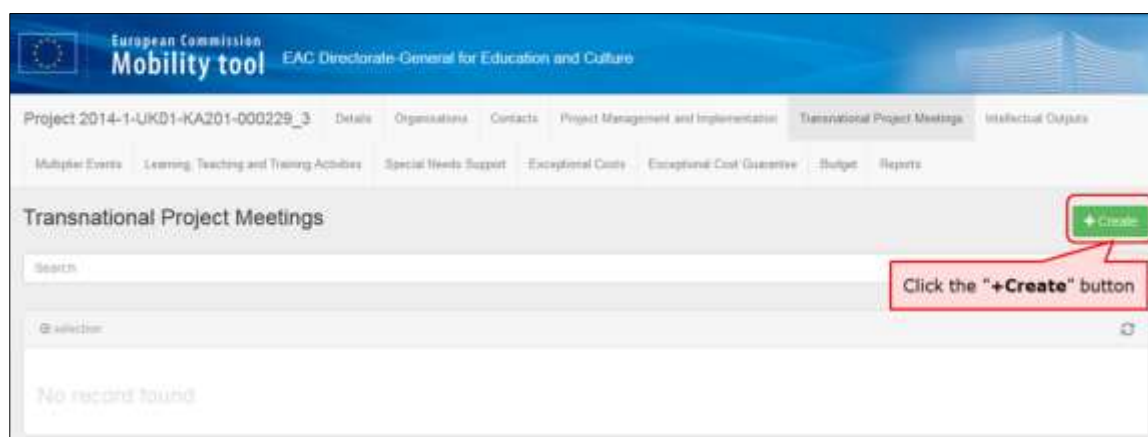
These entries will have to be added along with the number of attendees and total cost for each meeting. The attendees numbers should be grouped according to the travelling distance or **distance band** and costs.

If the project is a "KA201 - Strategic partnerships for school education" flagged as "Only schools?" the sending organisation is always the Beneficiary Organisation.



3. Click the "+Create" button.

To create a new meeting indicating its specific objectives within the more general purpose of project coordination and implementation, click on the **+Create** button.




4. Fill in the meeting details.

Complete the details (blank fields) as applicable for the meeting.

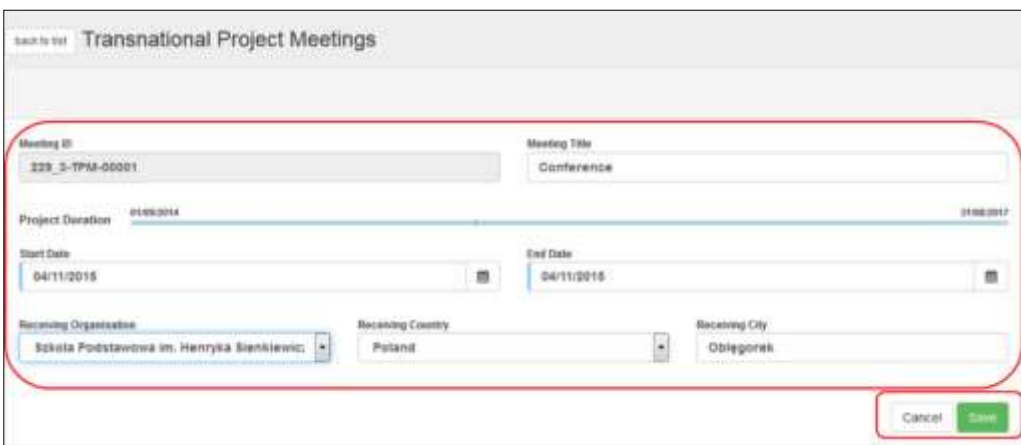
Add a meeting title, select the receiving organisation (receiving country and receiving city will be filled in automatically) and change the start date and the end date. The meeting must fall between the project start and end date indicated on the **Details** tab.

For **S2S** projects the sending organisation can only be the beneficiary organisation.

After filling in all the mandatory fields the **"Cancel"** and **"Save"** button will appear.

 The receiving organisation cannot be the same as the sending organisation in a given meeting. An exception is made in the following case:

The receiving organisation is allowed to also send their own participants and pay them for travel expenses if the travel distance is at least 100 km (≥ 100 km).



Transnational Project Meetings

Meeting ID: 229_3-TPM-00001

Meeting Title: Conference

Project Duration: 01/09/2014 to 31/08/2017

Start Date: 04/11/2015

End Date: 04/11/2015

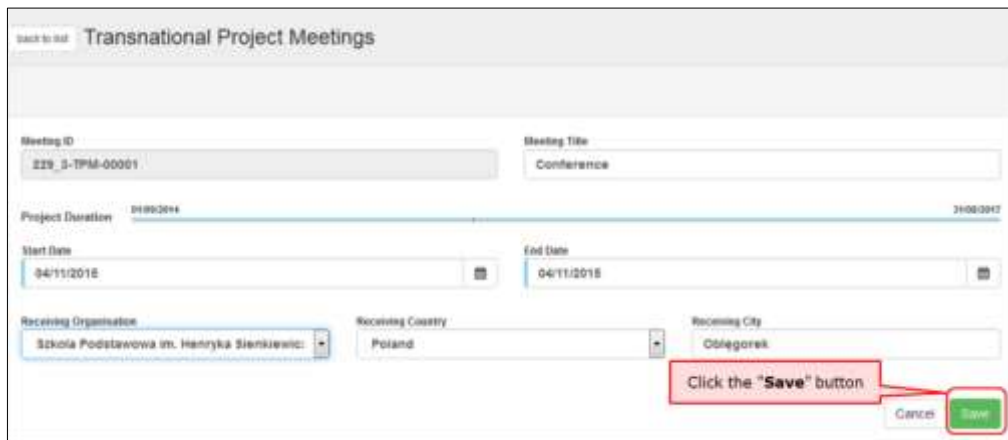
Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewicza

Receiving Country: Poland

Receiving City: Oblegorek

Cancel Save

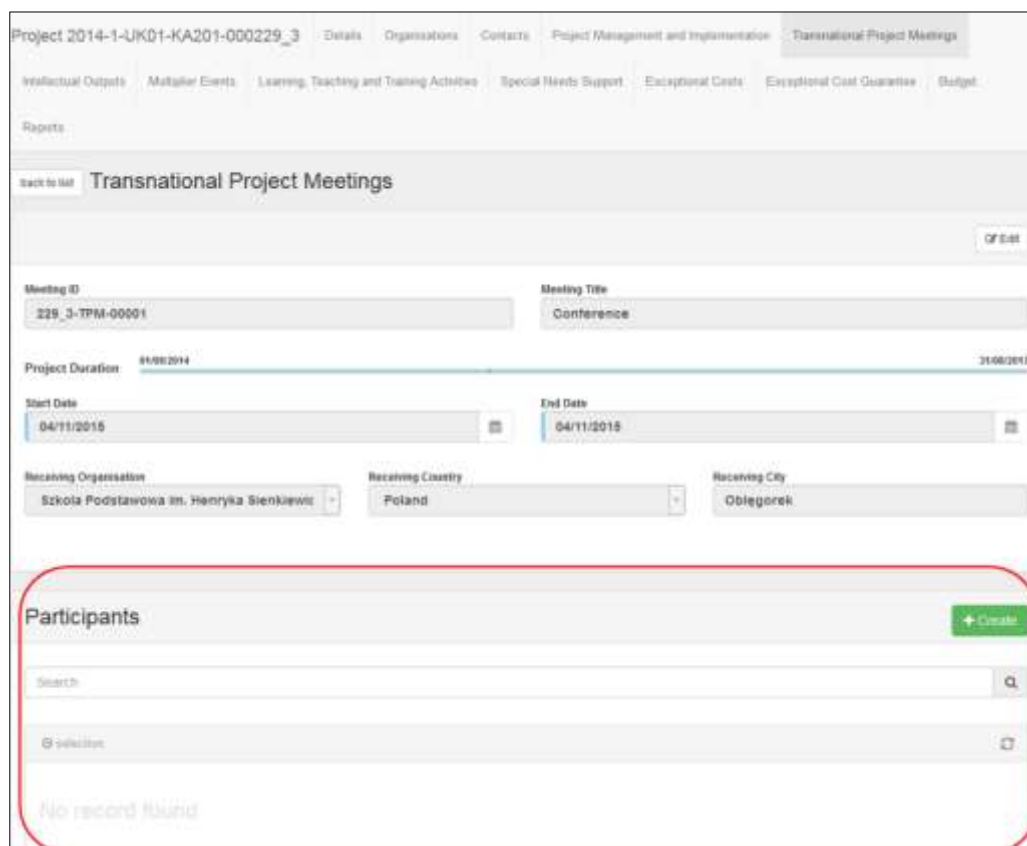
5. To save the details and to add participants, click the "Save" button.



The screenshot shows a web form titled "Transnational Project Meetings". It contains several input fields: "Meeting ID" (229_3-TPM-00001), "Meeting Title" (Conference), "Project Duration" (01/09/2014 to 31/08/2017), "Start Date" (04/11/2015), "End Date" (04/11/2015), "Receiving Organisation" (Szkoła Podstawowa im. Henryka Sienkiewicza), "Receiving Country" (Poland), and "Receiving City" (Obiegorek). At the bottom right, there are "Cancel" and "Save" buttons. A red callout box with the text "Click the 'Save' button" points to the "Save" button.

6. The participants section appears.

The section "**Participants**" appears. From this list you can create a new entry for a participant or group of participants. The participants should be grouped according to the distance band.



This screenshot shows the same form as above, but with additional tabs at the top: "Intellectual Outputs", "Multiplier Events", "Learning, Teaching and Training Activities", "Special Needs Support", "Exceptional Costs", "Exceptional Cost Guarantee", and "Budget". Below these is a "Reports" section. The "Participants" section is highlighted with a red rounded rectangle. It contains a "+ Create" button, a search bar with the text "Search:", a "Collection" button, and the text "No record found".

7. Click the "+Create" button to add a Participants Form.

To create an attendance list including a clear identification of all attendants for each meeting, click the **+Create** button.

The screenshot shows a web application interface for managing project meetings. At the top, there is a navigation bar with tabs: 'Project 2014-1-UK01-KA201-000229_3', 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', and 'Transnational Project Meetings'. Below this is a sub-navigation bar with tabs: 'Intellectual Outputs', 'Multiplier Events', 'Learning, Teaching and Training Activities', 'Special Needs Support', 'Exceptional Costs', 'Exceptional Cost Guarantee', and 'Budget'. The main content area is titled 'Reports' and 'Transnational Project Meetings'. It includes a 'back to list' link and an 'Edit' button. The form contains several input fields: 'Meeting ID' (229_3-TPM-00001), 'Meeting Title' (Conference), 'Project Duration' (01/09/2014 to 31/08/2017), 'Start Date' (04/11/2015), 'End Date' (04/11/2015), 'Receiving Organisation' (Szkoła Podstawowa im. Henryka Sienkiewicza), 'Receiving Country' (Poland), and 'Receiving City' (Oblegorek). The 'Participants' section is highlighted with a red rounded rectangle and contains a '+ Create' button, a search bar, a 'select all' button, and a 'No record found' message.

Project 2014-1-UK01-KA201-000229_3 Details Organisations Contacts Project Management and Implementation **Transnational Project Meetings**

Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget

Reports

back to list **Transnational Project Meetings** Edit

Meeting ID: 229_3-TPM-00001 Meeting Title: Conference

Project Duration: 01/09/2014 to 31/08/2017

Start Date: 04/11/2015 End Date: 04/11/2015

Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewicza Receiving Country: Poland Receiving City: Oblegorek

Participants + Create

Search

select all

No record found

8. Fill in the details.

The fields **"Sending Country"** and **"Sending City"** are automatically filled based on the details of the organisation selected in the meeting details.

Fill in the **"Distance Band"** field. If the distance band is not known, click on the **Link to distance calculator**.

From the moment the distance band is calculated, the **Grant per participant**, **Total (Calculated)** and **Total (Adjusted)** fields will be automatically filled.

The screenshot shows the 'Participant Form' section of a web application. A red rounded rectangle highlights the input fields for 'Number of Participants', 'Sending Organisation', 'Sending Country', 'Sending City', 'Distance Band', 'Grant per participant', 'Total (Calculated)', and 'Total (Adjusted)'. A red callout bubble with the text 'Fill in the details' points to the highlighted area. The form is pre-filled with the following data:

Meeting	
Meeting ID: 229_3-TPM-00001	Meeting Title: Conference
Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegoroku	Receiving Country: Poland
Start Date: 04/11/2016	End Date: 04/11/2016
Receiving City: Oblegorok	

Participant Form	
Number of Participants: 10	Sending Organisation: Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegoroku
Sending Country: Poland	Sending City: Oblegorok
Distance Band: 100 - 1999 km	Grant per participant: €75
Total (Calculated): €750	Total (Adjusted): €750

Buttons: Cancel, Save

9. Click the "Save" button.

This screenshot is identical to the previous one, showing the 'Participant Form' with the same pre-filled data. A red rounded rectangle now highlights the 'Save' button at the bottom right. A red callout bubble with the text 'Click the "Save" button' points to the highlighted button.

Buttons: Cancel, Save

10. The "Participants" list appears.

After clicking on save, you are returned to the previous window.

The newly added details appear in a line, in the participants list. Click on the create button to add additional entries for participants if required.

[back to list](#) **Transnational Project Meetings** [Edit](#)

Meeting ID
229_3-TPM-00001

Meeting Title
Conference

Project Duration
01/09/2014

31/08/2017

Start Date
04/11/2015

End Date
04/11/2015

Receiving Organisation
Szkoła Podstawowa im. Henryka Sienkiewic

Receiving Country
Poland

Receiving City
Obiegorek

Participants [+ Create](#)

selection

	Number of Participants	Sending Organisation	Sending Country	Sending City	Distance Band	Grant per participant	Total (Calculated)	Total (Adjusted)	
<input checked="" type="radio"/>	10	Szkoła Podstawowa im. Henryka Sienkiewicza w Obiegorku	Poland	Obiegorek	100 - 1999 km	575	5,750.00 €	5,750.00 €	<input type="checkbox"/> <input type="pencil"/> <input type="trash"/>
Total							5,750.00 €	5,750.00 €	

10

25

50

100

The Participants line appears in the list.

11. Click on "Back to list" to return to the previous screen.

[back to list](#) Transnational Project Meetings [Edit](#)

Meeting ID: 229_3-TPM-00001 Meeting Title: Conference

Project Duration: 01/09/2014 to 31/08/2017

Start Date: 04/11/2015 End Date: 04/11/2015



Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewic Receiving Country: Poland Receiving City: Obłęgorek

Participants [+ Create](#)

Search

selection

The Participants line appears in the list.

	Number of Participants	Sending Organisation	Sending Country	Sending City	Distance Band	Grant per participant	Total (Calculated)	Total (Adjusted)	
<input type="radio"/>	10	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłęgorku	Poland	Obłęgorek	100 - 1999 km	575	5,750.00 €	5,750.00 €	 
Total							5,750.00 €	5,750.00 €	

10 25 50 100

12. Click the edit icon.

If you require to make changes click on the pencil icon to edit.

Transnational Project Meetings [+ Create](#)

Search

selection

Click the edit icon.

Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)	
229_3-TPM-00001	Conference	04/11/2015	31/08/2015	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłęgorku	Poland	Obłęgorek	10	5,750.00 €	5,750.00 €	 
Total							10	5,750.00 €	5,750.00 €	

10 25 50 100

13. Click on delete icon to delete.

If you require to remove an entry, click on the dustbin icon to delete it. To view without editing click on the view icon.

The screenshot shows the 'Transnational Project Meetings' interface. At the top right is a green '+ Create' button. Below the header is a search bar. A table lists meetings with columns: Meeting ID, Meeting Title, Start Date, End Date, Receiving Organisation, Receiving Country, Receiving City, Number of Participants, Total (Calculated), and Total (Adjusted). One meeting is listed: 229_3-TPM-00001, Conference, 04/11/2015, 04/11/2015, Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku, Poland, Oblegorek, 10, 5,750.00 €, 5,750.00 €. At the bottom left are pagination controls (10, 25, 50, 100). Two red callout boxes with arrows point to icons in the meeting row: 'Click the delete icon.' points to a trash can icon, and 'Click to view.' points to a magnifying glass icon.

Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)
229_3-TPM-00001	Conference	04/11/2015	04/11/2015	Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku	Poland	Oblegorek	10	5,750.00 €	5,750.00 €
Total							10	5,750.00 €	5,750.00 €

Intellectual Outputs

This page explains how to manage the list of **Intellectual Outputs** in MT+. Intellectual outputs represent the project's tangible results such as curricula, pedagogical materials, open education resources (OER), IT tools, analyses, studies, methods and others.

The screen allows the beneficiary to list the project's exact set of realised intellectual outputs. It also allows to detail the cost of their production, according to the different types of resources required to produce it.

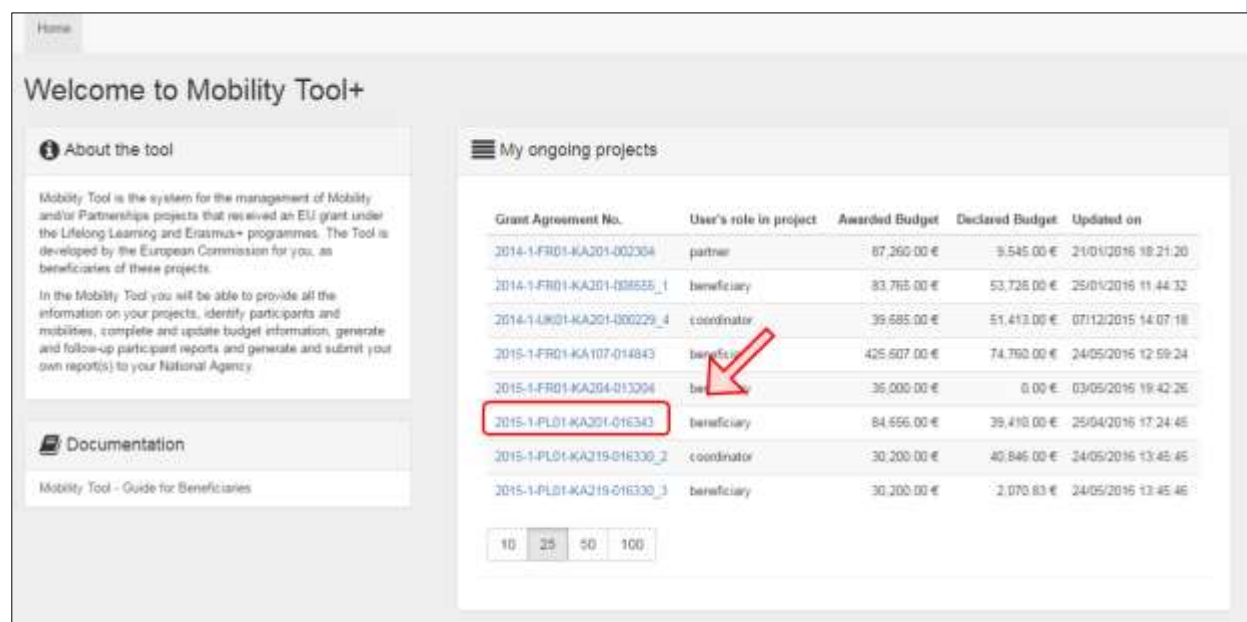
Quick steps

- [1. Click on the project reference.](#)
- [2. Open the menu item "Intellectual Outputs".](#)
- [3. Click on "+Create".](#)
- [4. Complete the details of the new Intellectual Output.](#)
- [5. Click on "Save".](#)
- [6. Click "+Create" to add the organisation details.](#)
- [7. Select the organisation and complete the details.](#)
- [8. Click on "Save".](#)
- [9. View the organisation's cost.](#)
- [10. Edit an Intellectual Output.](#)
- [11. Delete an Intellectual Output.](#)

Detailed steps

1. Click on the project reference.

From the homepage click on the project reference to open the project.



The screenshot shows the Mobility Tool+ homepage. On the left, there is a sidebar with 'About the tool' and 'Documentation' sections. The main area is titled 'Welcome to Mobility Tool+' and contains a table of 'My ongoing projects'. The table has five columns: 'Grant Agreement No.', 'User's role in project', 'Awarded Budget', 'Declared Budget', and 'Updated on'. The project '2015-1-PL01-KA201-016343' is highlighted with a red box, and a red arrow points to it.

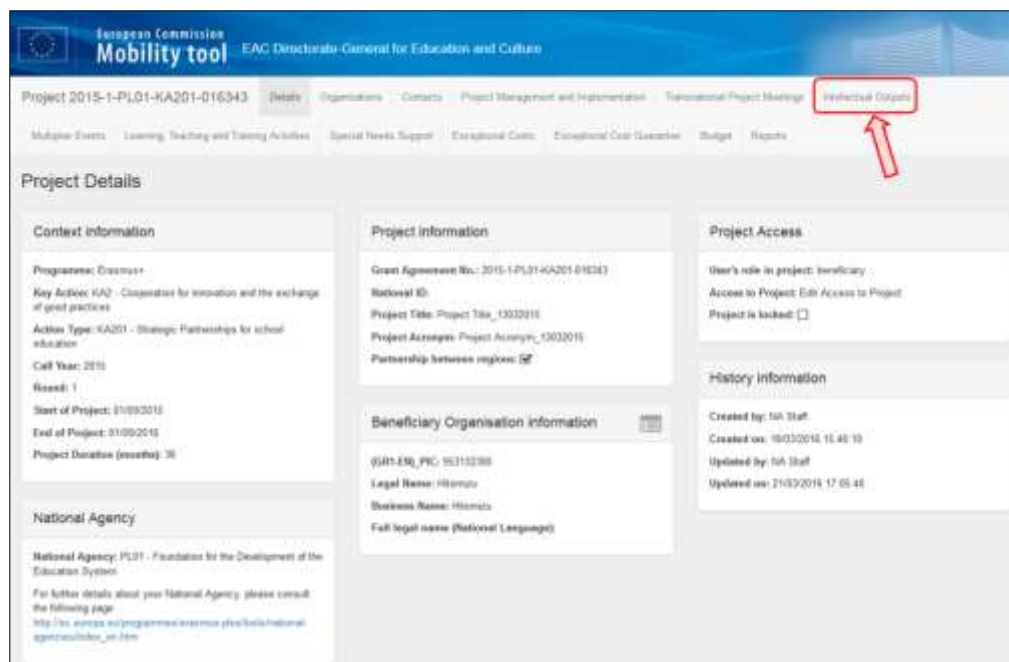
Grant Agreement No.	User's role in project	Awarded Budget	Declared Budget	Updated on
2014-1-FR01-KA201-002304	partner	87,260.00 €	9,545.00 €	21/01/2016 18:21:20
2014-1-FR01-KA201-008535_1	beneficiary	83,765.00 €	53,728.00 €	25/01/2016 11:44:32
2014-1-UK01-KA201-000229_4	coordinator	39,685.00 €	51,413.00 €	07/12/2015 14:07:18
2015-1-FR01-KA107-014843	beneficiary	425,607.00 €	74,790.00 €	24/05/2016 12:59:24
2015-1-FR01-KA204-013204	beneficiary	36,000.00 €	0.00 €	03/05/2016 19:42:25
2015-1-PL01-KA201-016343	beneficiary	84,656.00 €	39,410.00 €	25/04/2016 17:24:45
2015-1-PL01-KA219-016330_2	coordinator	30,200.00 €	40,846.00 €	24/05/2016 13:45:45
2015-1-PL01-KA219-016330_3	beneficiary	30,200.00 €	2,070.63 €	24/05/2016 13:45:46

10 25 50 100

2. Open the menu item "Intellectual Outputs".

The **Details** screen appears and when the **Intellectual Outputs** tab is clicked the information entered into the NAs Project Management System will appear in this list. The amount for the different staff categories is not entered and must be added for each **Intellectual Output**, which is automatically created by the system. The total approved for the **Intellectual Outputs** is visible under the **Budget** tab.

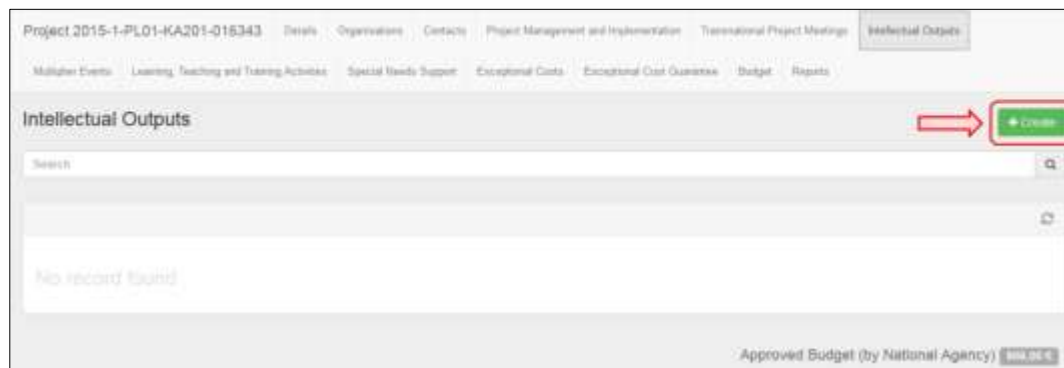
Note, for **School to School** only the **Intellectual Outputs** for the beneficiary organisation will appear.



The screenshot shows the 'European Commission Mobility tool' interface. The top navigation bar includes 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', 'Transnational Project Meetings', and 'Intellectual Outputs' (highlighted with a red box and a red arrow). Below the navigation bar, the 'Project Details' section is visible, containing several tabs: 'Multiple Events', 'Learning, Teaching and Training Activities', 'Special Needs Support', 'Exceptional Costs', 'Exceptional Cost Guarantee', 'Budget', and 'Reports'. The main content area displays project information for 'Project 2015-1-PL01-KA201-016343'. It includes sections for 'Context information', 'Project information', 'Project Access', and 'History information'. The 'Project information' section shows details like 'Grant Agreement No.: 2015-1-PL01-KA201-016343', 'National ID', 'Project Title: Project Title_13032015', 'Project Acronym: Project Acronym_13032015', and 'Partnership between regions: 52'. The 'Beneficiary Organisation information' section shows 'QR1-EM6_PNC 951132388', 'Legal Name: Homeno', 'Business Name: Homeno', and 'Full legal name (National Language)'. The 'Project Access' section shows 'User's role in project: beneficiary', 'Access to Project: Edit Access to Project', and 'Project is locked: []'. The 'History information' section shows 'Created by: NA Staff', 'Created on: 16/03/2016 16:48:19', 'Updated by: NA Staff', and 'Updated on: 21/03/2016 17:05:46'.

3. Click on "+Create".

Once in the **Intellectual Output** tab, if a new **Intellectual Output** is required, click on the **+Create** button.



The screenshot shows the 'Intellectual Outputs' tab in the 'European Commission Mobility tool'. The '+Create' button is highlighted with a red box and a red arrow. The page displays a search bar with the text 'Search' and a magnifying glass icon. Below the search bar, there is a message 'No record found'. At the bottom of the page, there is a section for 'Approved Budget (by National Agency)' with a value of '100,00 €'.

4. Complete the details of the new Intellectual Output.

Fill in the blank fields.

The start and end dates for **Intellectual Outputs** must always be within the project duration's start and end dates as specified on the **Details** tab.



Note:

For **2014** projects a "Output Type" field appears and "Available Media" fields are not appearing.

For **2015** projects a "Output Type" field is not appearing and "Available Media" fields are appearing.

Intellectual Outputs

Save

Output Identification: 01

Output title: Seminar

Project Duration: 01/09/2015 to 01/09/2016

Start Date: 01/03/2016

End Date: 02/03/2016

Available Language 1: English

Available Language 2: French

Available Language 3: Polish

Available Media 1: Software

Available Media 2: Social Media

Available Media 3: Internet

Intellectual Output Detailed Description: Seminar on the importance of traditional stories, language in a modern Europe.

1922 characters left

Cancel Save

5. Click on "Save".

To save the information, click the **Save** button.

The screenshot shows the 'Intellectual Outputs' form. At the top right is a green 'Save' button. Below it are fields for 'Output Identification' (dropdown with 'O1') and 'Output title' (text box with 'Seminar'). A 'Project Duration' bar spans from '01/03/2016' to '31/03/2016'. Below this are 'Start Date' and 'End Date' fields, both with calendar icons. There are three 'Available Language' dropdowns (English, French, Polish) and three 'Available Media' dropdowns (Software, Social Media, Internet). A text area for 'Intellectual Output Detailed Description' contains the text 'Seminar on the importance of traditional stories, language in a modern Europe.' At the bottom right, a red arrow points to a green 'Save' button.

6. Click on "+Create" to add the organisation details.

The **Intellectual Output Details** screen appears, completed with the details received from the NAs Project Management System. Click on **+Create** to add the details of the organisation.

This screenshot shows the 'Intellectual Outputs' form with the 'Organisations' section expanded. The form fields are the same as in the previous screenshot. A red callout box with the text 'To add an Organisation, click the "+Create" button' points to a green '+Create' button in the 'Organisations' section. Below this is a search bar and a table area that currently displays 'No record found'.

7. Select the organisation and complete the details.

Select an organisation and complete the details as applicable for the Intellectual Output.

When filling the fields for **No. Of Working Days**, both **Daily Rate** and **Total (Calculated)** fields will be filled in automatically for each Staff Category.



Note that **one and only one of the organisations** within a given Intellectual Output must be **flagged as "Leading"**.

Staff Category	No. Of Working Days	Daily Rate	Total (Calculated)
GENERALIST	10	285	2850
TECHNICAL/ENGINEERING/DESIGN/RESEARCH/INNOVATION	10	214	2140
RESEARCHER	10	182	1820
ADMINISTRATIVE SUPPORT STAFF	10	121	1210

8. Click on "Save".

Click on the **Save** button to save the data and return to the list view of the current **Intellectual Outputs**.

Staff Category	No. Of Working Days	Daily Rate	Total (Calculated)
GENERALIST	10	285	2850
TECHNICAL/ENGINEERING/DESIGN/RESEARCH/INNOVATION	10	214	2140
RESEARCHER	10	182	1820
ADMINISTRATIVE SUPPORT STAFF	10	121	1210

9. View the organisation's cost.

After clicking on **Save**, the current **Intellectual Output** screen appears. The organisation's cost just entered for that intellectual output will be displayed at the bottom of the screen.

For **School to School** it will only be possible to add one line for the beneficiary organisation. To return to the list of all **Intellectual Outputs**, click on **back to list**.

[back to list](#)
Intellectual Output Details

One leading organisation should be selected per Intellectual Output

Intellectual Outputs

OF 5/6

Output Identification

Output title

O1

Seminar

Project Duration

01/03/2015

01/03/2016

Start Date

End Date

01/03/2016

02/03/2016

Available Language 1

Available Language 2

Available Language 3

English

French

Polish

Available Media 1

Available Media 2

Available Media 3

Software

Social Media

Internet

Intellectual Output Detailed Description

Seminar on the importance of traditional stories, language in a modern Europe.

Organisations

+ Create

Search

Q

Selection

Export

Q

Staff Category																
Legal Name	Leading?	Country	Managers			Teachers/Trainers/Researchers/Youth Worker			Subscribers			Administrative support staff			Totals	
			No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Calculated)	
Q	Worship	BE	Belgium	10	200.00 €	2 000.00 €	10	214.00 €	2 140.00 €	10	150.00 €	1 500.00 €	10	137.00 €	1 370.00 €	7 870.00 €
Total			40		5 000.00 €	40		5 140.00 €	40		4 650.00 €	40		4 310.00 €	19 870.00 €	

10. Edit and Intellectual Output.

To modify an Intellectual Output, click the pencil icon.



Note - For **2014 projects**, the column **Total (Adjusted)** appears.

Intellectual Outputs

Create



Search

Q

Selection

Export

Refresh

		Staff Category										
		Managers		Teachers/Trainers/Researchers/Youth Worker		Technicians		Administrative support staff				
Output Identification	Output title	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	Total		
Q	Q1	Senior	10	2,888.00 €	10	2,140.00 €	10	1,820.00 €	10	1,310.00 €	7,870.00 €	
Total			10	2,888.00 €	10	2,140.00 €	10	1,820.00 €	10	1,310.00 €	7,870.00 €	

10 25 50 100

Approved Budget (by National Agency) 896.00 €

11. Delete an Intellectual Output.

To delete an Intellectual Output, click the bin icon.



Note - For **2014 projects**, the column **Total (Adjusted)** appears.

Intellectual Outputs

Search

selector

Export

Staff Category

		Managers		Teachers/Trainers/Researchers/Youth Worker		Technicians		Administrative support staff		
Output Identification	Output title	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	Total
Q1	Senior	10	2.888,00 €	10	2.140,00 €	10	1.820,00 €	10	1.310,00 €	7.870,00 €
Total		10	2.888,00 €	10	2.140,00 €	10	1.820,00 €	10	1.310,00 €	7.870,00 €

102550100

Approved Budget (by National Agency) 896,00 €

Multiplier Events

This page explains how to manage the list of **Multiplier Events** in MT+.

Multiplier Events are national and transnational conferences, seminars and other events organised with the purpose of disseminating the intellectual outputs produced by the project. The costs incurred in the organisation of such multiplier events can be financially supported.

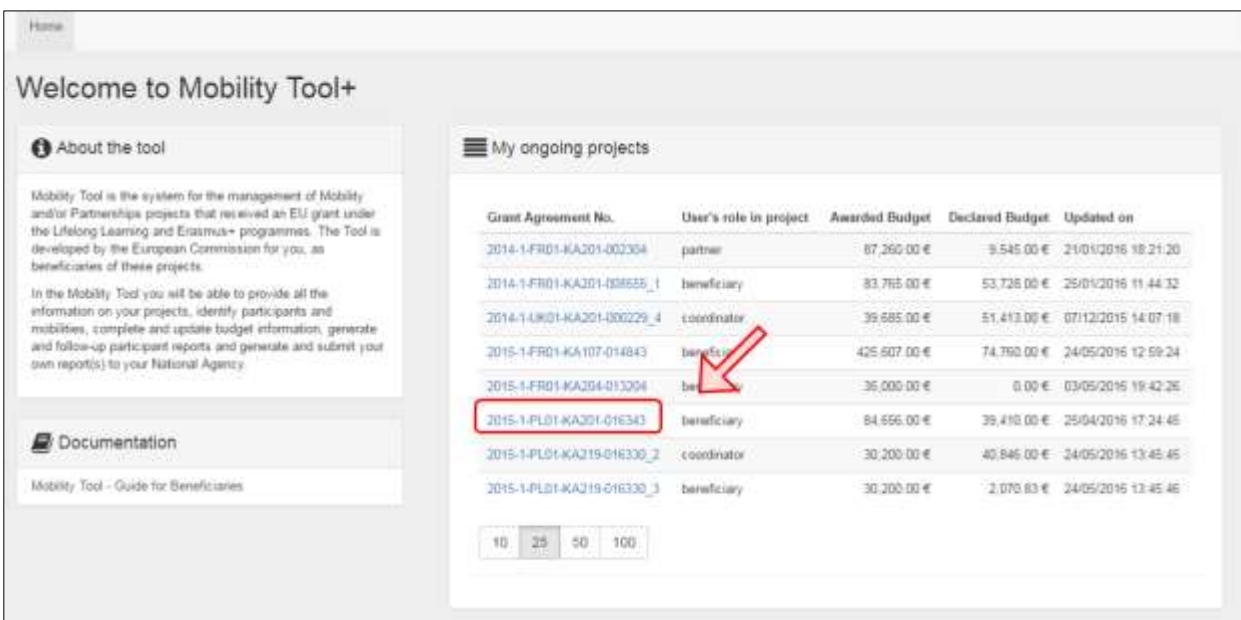
Quick steps

- [1. Click on the project reference.](#)
- [2. Click on the menu item "Multiplier Events".](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the details.](#)
- [5. Click on "Save".](#)
- [6. Click on "+Create" to create the Budget.](#)
- [7. Fill in the details.](#)
- [8. Click on "Save".](#)
- [9. Check the "Total \(Calculated\)" amount and click on "Back to list".](#)
- [10. "Edit" a Multiplier Event.](#)
- [11. "Delete" a Multiplier Event.](#)

Detailed steps

1. Click on the project reference.

In the homepage click on the project reference in order to open the project.



The screenshot shows the Mobility Tool+ homepage. On the left, there is a sidebar with 'About the tool' and 'Documentation' sections. The main area is titled 'Welcome to Mobility Tool+' and contains a section 'My ongoing projects' which displays a table of projects. The table has five columns: 'Grant Agreement No.', 'User's role in project', 'Awarded Budget', 'Declared Budget', and 'Updated on'. The project '2015-1-PL01-KA201-016343' is highlighted with a red box, and a red arrow points to it.

Grant Agreement No.	User's role in project	Awarded Budget	Declared Budget	Updated on
2014-1-FR01-KA201-002304	partner	87,260.00 €	9,545.00 €	21/01/2016 18:21:20
2014-1-FR01-KA201-008535_1	beneficiary	83,765.00 €	53,728.00 €	25/01/2016 11:44:32
2014-1-UK01-KA201-000229_4	coordinator	39,685.00 €	51,413.00 €	07/12/2015 14:07:18
2015-1-FR01-KA107-014843	beneficiary	425,607.00 €	74,790.00 €	24/05/2016 12:59:24
2015-1-FR01-KA204-0113004	beneficiary	36,000.00 €	0.00 €	03/05/2016 19:42:26
2015-1-PL01-KA201-016343	beneficiary	84,656.00 €	39,410.00 €	25/04/2016 17:24:46
2015-1-PL01-KA219-016330_2	coordinator	30,200.00 €	40,846.00 €	24/05/2016 13:46:46
2015-1-PL01-KA219-016330_3	beneficiary	30,200.00 €	2,070.63 €	24/05/2016 13:46:46

10 25 50 100

2. Click on the menu item "Multiplier Events".

The list of **Multiplier Events** is displayed. The items in the list can be edited and new ones can be added.

The list will show all **Multiplier Events**, which have been entered into the NAs Project Management System, but will not contain all details. The **Multiplier Event** item must be edited in order to add the costs and number of participants.

The screenshot shows the 'Project 2015-1-PL01-KA201-016343' page. The 'Multiplier Events' menu item is highlighted with a red box and an arrow. The page displays various project details including Context information, Project Information, Project Access, and History information.

3. Click the "+Create" button.

In order to create a new **Multiplier Event**, click the **+Create** button.



For school-to-school projects, only the **Multiplier Events** for the beneficiary organisation can be created.

The screenshot shows the 'Multiplier Events' page. The '+ Create' button is highlighted with a red arrow. The page displays a search bar and a message 'No record found'. At the bottom, it shows the 'Approved Budget (by National Agency)' as 3,800.00 €.

4. Fill in the details.

Complete the details as applicable for the event.

For **Multiplier Events**, which are not automatically created from the NAs Project Management System, select predefined **Event Identification** codes ranging from E1 to E999 from the drop-down list.



Note that the maximum allowed amount for all **Multiplier Events** within a project is 30,000€ and that at least one Intellectual Output must be selected per Multiplier Event.

The start and end dates for an event must always be within the project duration as specified in the project **Details** tab. In case there is a need to change these dates, it should be done in the NAs Project Management System.

Multiplier Events

One leading organisation should be selected per Multiplier Event

Activity

Event Identification: E1

Event Title: Seminar

Country of Venue: Poland

Event Description: Seminar on the importance of traditional stories, language and culture in a modern Europe. 1913 characters left

Intellectual Outputs Covered: OI - Seminar

Project Duration: 01/01/2015 to 01/01/2017

Start Date: 02/03/2016

End Date: 02/03/2016

Cancel Save

5. Click on "Save".

To save the data, click the **Save** button.

back to list Multiplier Events

The leading organisation should be selected per Multiplier Event

Activity

Event Identification: E1 Event Title: Seminar Country of Venue: Poland

Event Description: Seminar on the importance of traditional stories, language and culture in a modern Europe.

Intellectual Outputs Covered: O1 - Seminar

Project Duration: 01/01/2016 to 31/03/2016

Start Date: 01/01/2016 End Date: 31/03/2016

Save

6. Click on "+Create" to create the Budget.

In order to create the Budget detail line for this activity, click the **+Create** button.

The leading organisation should be selected per Multiplier Event

Activity

Event Identification: E1 Event Title: Seminar Country of Venue: Poland

Event Description: Seminar on the importance of traditional stories, language and culture in a modern Europe.

Intellectual Outputs Covered: O1 - Seminar

Project Duration: 01/01/2016 to 31/03/2016

Start Date: 01/01/2016 End Date: 31/03/2016

Budget

+ Create

Search

No record found

7. Fill in the details.

Fill in the Organisation, Country of Organisation fields. Enter the number of Local Participants and the number of International Participants.

Grant Rate per Local Participant, Grant Rate per International Participant and Totals fields will be populated automatically.



Note that one and only one organisation must be flagged as Leading within each Multiplier Event.

Multiplier Events			
Activity			
Event Identification: E1		Event Title: Seminar	
Budget			
Organisation	Hitomizu	Leading?	<input checked="" type="checkbox"/>
		Country of Organisation	Belgium
No. of Local Participants	10	Grant Rate per Local Participant	100
No. of International Participants	20	Grant Rate per International Participant	200
		Total Grant for Local Participants	1000
		Total Grant for International Participants	4000
		Total (Calculated)	5000

Below you can find an **example of the screen as it was for the version MT+ 2.2, for 2014 KA2 projects**. The Event and corresponding Budget details were in the same screen.

This screen is not available anymore. All data that you have input for in this former release is still available in your project, but the screen has been adapted as explained above.

The only missing element is the Country of Venue. Please complete this field for all Multiplier Events of your project before submit a beneficiary report.

Event Identification		Event Title	
E1		Seminar	
Event Description			
Seminar on the importance of traditional stories, language and culture in a modern Europe.			
Intellectual Outputs Covered			
Seminar ✕ Seminar ✕			
Project Duration		01/09/2014 31/08/2017	
Start Date		End Date	
10/11/2015		11/11/2015	
Organiser	Leading?	Country of Organisation	
Szkola Podstawowa im. Henryka Sienkiewicza w C	<input checked="" type="checkbox"/>	Poland	
BUDGET			
No. of Local Participants	Grant Rate per Local Participant	Total Grant for Local Participants	
15	100	1500	
No. of International Participants	Grant Rate per International Participant	Total Grant for International Participants	
15	200	3000	
		Total (Calculated)	
		4500	
		Total (Adjusted)	
		4500	
		Cancel	Save

8. Click on "Save".

Once all the details have been filled in, click on the **Save** button.

The screenshot shows a web form titled "Multiplier Events". The "Activity" section is partially filled with "Event Modification: 21" and "Event Title: Seminar". The "Budget" section is the focus, with a "Save" button in the top right corner. The form contains the following fields and values:

Field	Value
Organisation	Mitsubishi
Leading?	<input type="checkbox"/>
Country of Organisation	Belgium
No. of Local Participants	10
Grant Rate per Local Participant	100
Total Grant for Local Participants	1000
No. of International Participants	20
Grant Rate per International Participant	200
Total Grant for International Participants	4000
Total Estimated	5000

A red arrow points to the "Save" button in the bottom right corner of the form.

9. Check the "Total (Calculated)" amount and click on "Back to list".

Check the **Total (Calculated)** amount and click on **Back to list** to go back to the list of the events.

[Back to list](#)
Multipler Events

One leading organisation should be selected per Multipler Event

Activity

Event Identification
E1

Event Title
Seminar

Country of Venue
Poland

Event Description
Seminar on the importance of traditional stories, language and culture in a modern Europe.

Implectical Outputs Covered
[1] - Seminar

Project Duration
01/01/201601/01/2016

Start Date
01/01/2016
End Date
01/01/2016

Budget

ID	Organisation	Leading?	Country of Organisation	No. of Local Participants	Grant Rate per Local Participant	Total Grant for Local Participants	No. of International Participants	Grant Rate per International Participant	Total Grant for International Participants	Total (Calculated)
1	Humbly	0	Belgium	10	100	1000	20	200	4000	5000
Total				10		1000	20		4000	5000

Multipler Events											
<input type="text"/>											
<input type="text"/>											
ID	Event Identification	Event Title	Event Description	Implectical Outputs Covered	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	No. of Local Participants	Grant Rate per International Participant	No. of International Participants
1	E1	Seminar	Seminar on the importance of traditional stories, language and culture in a modern Europe	1	01/01/2016	01/01/2016	Poland	100.00 €	10	200.00 €	20
Total									10		20
											5000
<input type="text"/>											
Approved Budget (by National Agency) 5,000.00 €											

10. "Edit" a Multiplier Event.

To edit an event, click the pencil icon.

	Event Identification	Event Title	Event Description	Intellectual Outputs Covered	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	No. of Local Participants	Grant Rate per International Participant	No. of International Participants	Total (Calculated)	
	E1	Seminar	Seminar on the importance of traditional stories, language and culture in a modern Europe.	1	02/03/2016	03/03/2016	Poland	100.00 €	10	200.00 €	20	5000	
Total									10		20	5000	

11. "Delete" a Multiplier Event.

To delete an event, click on the bin icon.

	Event Identification	Event Title	Event Description	Intellectual Outputs Covered	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	No. of Local Participants	Grant Rate per International Participant	No. of International Participants	Total (Calculated)	
	E1	Seminar	Seminar on the importance of traditional stories, language and culture in a modern Europe.	1	02/03/2016	03/03/2016	Poland	100.00 €	10	200.00 €	20	5000	
Total									10		20	5000	

Learning, Teaching and Training Activities

This page explains how to manage the list of **Learning, Teaching and Training Activities** in MT+.

A strategic partnerships' project can optionally include transnational learning, teaching and training activities for which support for travel, subsistence and linguistic preparation can be given. These activities must be justified by the added value that they bring to the project's achievements.

Quick steps

- [1. Click on the project reference.](#)
- [2. Open the menu item "Learning, Teaching and Training Activities".](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the details.](#)
- [5. Click on "Save".](#)
- [6. Add a participant.](#)
- [7. Fill in the "Participant" details.](#)
- [8. Use the "compact view" button if necessary.](#)
- [9. Click on "Save".](#)
- [10. Click on "back to list".](#)

Detailed steps

1. Click on the project reference.

In the Home page click on the project reference in order to open the project.

Welcome to Mobility Tool+

About the tool

Mobility Tool is the system for the management of Mobility grant Partnership projects that received an EU grant under the Lifelong Learning and Erasmus programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and modules, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

Documentation

Mobility Tool - Guide for Beneficiaries

My ongoing projects

Grant Agreement No.	User's role in project	Awarded Budget	Declared Budget	Updated on
2014-1-FR01-IA001-002184	partner	87,280.00 €	9,543.00 €	21/03/2016 17:21:26
2014-1-FR01-IA001-008551_1	beneficiary	83,760.00 €	63,738.00 €	25/01/2016 16:44:32
2016-1-UK01-IA201-000228_9	coordinator	39,681.00 €	61,413.00 €	07/12/2015 13:07:18
2016-1-FR01-IA101-014843	beneficiary	429,867.00 €	74,782.00 €	24/05/2016 10:58:24
2016-1-FR01-IA204-013206	beneficiary	30,690.00 €	0.00 €	03/04/2016 17:42:36
2016-1-PL15-KA201-018343	beneficiary	84,306.00 €	39,410.00 €	25/04/2016 10:24:48
2016-1-PL15-KA215-018330_2	coordinator	38,200.00 €	48,846.00 €	24/05/2016 11:45:45
2016-1-PL15-KA215-018330_3	beneficiary	38,200.00 €	2,078.83 €	24/05/2016 11:45:46
2016-1-PL15-KA201-021487	beneficiary	27,880.00 €	133,408.00 €	01/08/2016 11:44:28

10 25 50 100

2. Open the menu item "Learning, Teaching and Training Activities".

The **Details** page opens. When you click the **Learning, Teaching and Training Activities** or **LTT** tab, the list will show all **LTTs**, which have been entered into the NAs Project Management System.

These items will need to be edited in order to add the additional information of number of participants and costs.

Project 2016-1-PL01-KA201-027497

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings **Learning, Teaching and Training Activities** Special Needs Support

Exceptional Costs Exceptional Cost Guarantee Budget Reports

Project Details

Context information

Programme: Erasmus+

Key Action: KA2 - Cooperation for innovation and the exchange of good practices

Action Type: KA201 - Strategic Partnerships for school education

Call Year: 2016

Round: 1

Start of Project: 01/09/2016

End of Project: 31/08/2019

Project Duration (months): 36

Project information

Grant Agreement No.: 2016-1-PL01-KA201-027497

National ID:

Project Title: Once upon an Erasmus Tale

Project Acronym: T.A.L.E.

Project Status: Follow-up

Partnership between regions: ☒

Project Main Objective: Exchange of Practices

Project Access

User's role in project: Admin

Access to Project: Edit Access to Project

Project is locked: ☐

History information

Created by: N/A Staff

Created on: 19/07/2016 10:05:24

Updated by: N/A Staff

Updated on: 19/07/2016 18:05:30

National Agency

National Agency: FL01 - Foundation for the Development of the Education System

For further details about your National Agency, please consult the following page:
http://ec.europa.eu/programmes/erasmus-plus/tools/national-agency/index_en.htm

Beneficiary Organisation information

PIC: 99900230

Legal Name: UNIVERSITE PARIS-SUD

Business Name: UFRSud

Full legal name (National Language):

Erasmus Code: F PARIS011

3. Click the "+Create" button.

In order to create a new **Learning Teaching and Training Activity**, click on the **+Create** button.

Project 2016-1-PL01-KA201-027497

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings **Learning, Teaching and Training Activities** Special Needs Support

Exceptional Costs Exceptional Cost Guarantee Budget Reports

Learning, Teaching and Training Activities

Search in 2 records


☒ selection ☐ export ☐ Bulk Operations

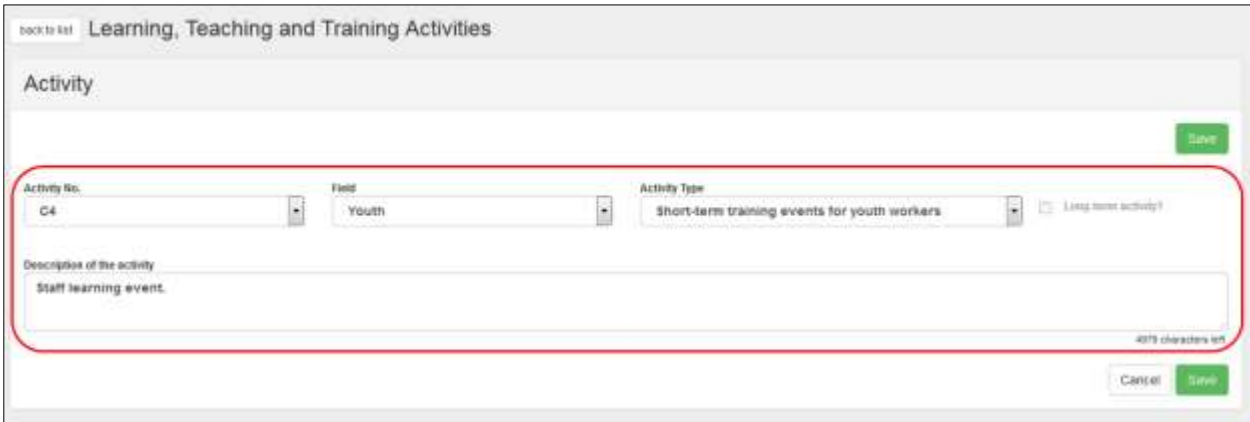
ID	Activity Type	Activity Type	Long-term activity?	No. of Accompanying Persons	No. of Participants	No. of Participants With Special Needs	Total Travel Amount	Total Individual Support	Total Linguistic Support	Exceptional Costs (Overseas Countries and Territories and Outermost Regions Travel Costs)	Total Grant (calculated)	
0	SP-SCHOOL BLEND	Blended mobility of school learners	<input checked="" type="checkbox"/>	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	
0	SP-SCHOOL PUPIL	Long-term study mobility of pupils	<input checked="" type="checkbox"/>	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	
Total				0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	

10 25 50 100

4. Fill in the details.

The activity section will appear. Note that the list of participants can be added only after the activity section is completed. Fill in the activity details (blank fields) as applicable.

 Note - For **2014 Projects**, the **Field** field does not appear.



back to list Learning, Teaching and Training Activities

Activity

Activity No. C4 Field Youth Activity Type Short-term training events for youth workers ☐ (Long term activity)

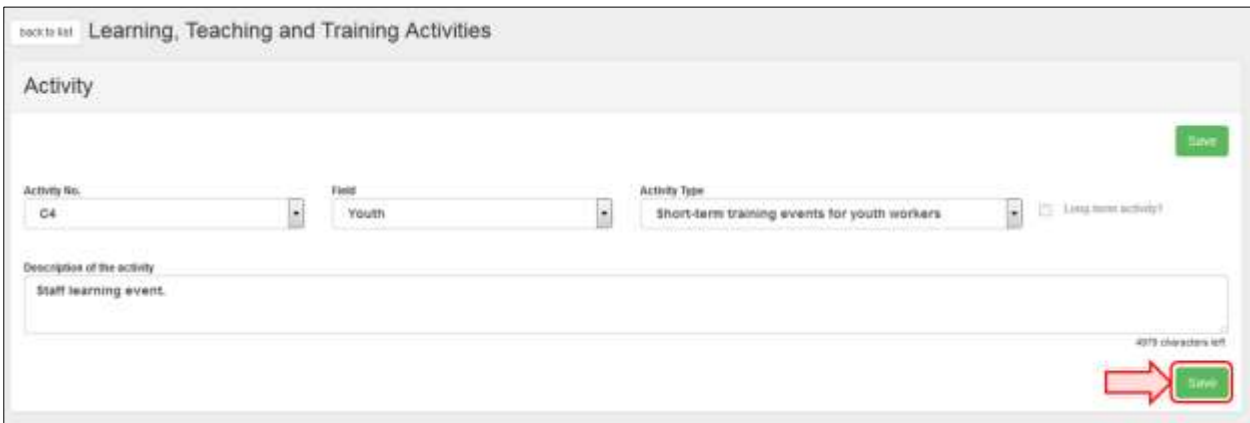
Description of the activity
Staff learning event.

4075 characters left

Cancel Save

5. Click on "Save".

To save the details of the activity, click the **Save** button. The list of participants can now be added.



back to list Learning, Teaching and Training Activities

Activity

Activity No. C4 Field Youth Activity Type Short-term training events for youth workers ☐ (Long term activity)

Description of the activity
Staff learning event.

4075 characters left

Save

6. Add a participant.

To add a participant, click the **+Create** button in the **Participants** section.

The screenshot shows a web interface for 'Learning, Teaching and Training Activities'. The top section is titled 'Activity' and contains several dropdown menus: 'Activity No.' (C4), 'Field' (Youth), and 'Activity Type' (Short-term training events for youth workers). There is also a checkbox for '(long-term activity?)'. Below these is a text area for 'Description of the activity' containing 'Staff learning event.'. The bottom section is titled 'Participants' and contains a search bar with the placeholder 'Search in 0 records'. A red box highlights the '+ Create' button in the top right corner of the 'Participants' section, with a red arrow pointing to it. The text 'No record found' is visible below the search bar.

7. Fill in the "Participant" details.

Complete the details (blank fields) as applicable for the participants.



Note - For **2015 Projects**, the field EU Mobility Total Grant (adjusted) has been removed.

Activity

14 SP-YOUTH-EMERGENCY Short-term training events for youth workers Long-term activity? ☐

Participant

compact view

Save

Participant ID

Dupont

Participant Email

Manodupont@gmail.com

☐ Accompanying Person

☐ Participant With Special Needs

☐ Former Opportunity

☐ Group Leader/Trainer

☐ Facilitator/Youth Worker

First Name

Dupont

Last Name

Mans

MOBILITY

Mobility ID

27487-AMOB-00001

☐ Non-EU Funded

☐ Force Majeure ?

DURATION

Project Duration **01/09/2016** **31/08/2016**

Start Date

01/09/2016

End Date

31/08/2016

Duration Calculated (days)

60

Travel days (max 3)

2

Interruption days (Please justify in comments)

0

Funded Duration (days)

62

FROM / TO

Sending Organisation

UNIVERSITE PARIS-EUD

Sending Country

France

Sending City

ORLÈANS

Sending Organisation External Code

P-PARIS011

Receiving Organisation

UNIVERSITA PER STRANIERI DI PERUGIA

Receiving Country

Italy

Receiving City

PERUGIA

Receiving Organisation External Code

I-PERUGIA09

Distance (km)

100 - 1999 km

If a different place of departure or arrival is reported, please provide the reason for this difference

105

TOTAL GRANT

☒ Grant per Request (Total Grant)

01 Total Grant
275

INDIVIDUAL SUPPORT

☒ Grant per Request (Individual Support)

02 Individual Support
4700

☐ Employment Cost (ECT and Endowment Program Travel Cost) - Grant Not Requested

Functional Code (Employment Cost and Endowment Program Travel Cost)
0

Purpose and Description of the Code

Before 01/01/2020:

TOTAL CALCULATIONS

03 Monthly Total Grant Payments
5010

Grant Comments

Cancel Save

8. Use the "compact view" button if necessary.

If necessary, use the **compact view** button. This will reduce the screen view so that only the most relevant and mandatory fields are displayed. In order to expand the view, click again.



Note - For **2014 Projects, Grant not Required (Travel Grant)** and **Grant not Required (Individual Support)** check boxes do not appear. The field **EU Mobility Total Grant (adjusted)** only appears for 2014 projects.

In case the project is a **KA201 - Strategic Partnerships for school education** and is flagged as **Only schools (or KA219)**, the sending organisation is always the Beneficiary Organisation.

Participant

Participant ID: Dupont

Participant Email: Maredupont@email.com

☐ Accompanying Person

☐ Participant With Special Needs

compact view

Save

Participant

compact view

Save

First Name: Dupont

Last Name: Marc

Mobility ID: 27487-MOB-00001

☐ Accompanying Person

☐ Extra Measure ?

DURATION

Project Duration: 31/08/2016 to 31/08/2016

Start Date: 31/08/2016

End Date: 31/08/2016

Duration Calculated (days): 0

Travel days (max 2): 2

Interruption days (Please justify in comments): 0

Funded Duration (days): 0

FROM / TO

Sending Organisation: UNIVERSITE PARIS-SUD

Sending Country: France

Sending City: ORSAY CEDEX

Receiving Organisation: UNIVERSITA PER STRANIERI DI PER

Receiving Country: Italy

Receiving City: PERUGIA

Distance (km): 100 - 1999 km

☐ Exceptional Cost (ICT and Outermost Regions Travel Costs) - Grant Not Required

Exceptional Costs (Overseas Countries and Territories and Outermost Regions Travel Costs): 0

Purpose and Description of the Costs: SEVERAL COSTS NEEDED.

EU Travel Grant: 276 €

EU Individual Support: 4760 €

EU Mobility Total Grant (adjusted): 5036 €

Cancel

Save

9. Click on "Save".

To save the participant details for the activity, click on the **Save** button.



The screenshot shows a web form with a title bar that reads "Overall Comments". Below the title bar is a large, empty text input area. In the bottom right corner of the form, there is a green button labeled "Save". A red arrow points directly to this "Save" button, indicating where the user should click.

10. Click on "back to list".

After clicking on **Save**, the details of the participant will appear in the **Participants** list. Use the list icons in order to edit or delete the details.

To return to the list view of all **Learning, Teaching and Training Activities**, click on **back to list**.

[back to list](#)
Learning, Teaching and Training Activities

Activity

Activity No.

04

Field

Youth

Activity Type

Short-term training events for youth workers

☐ Long-term activity?

Description of the activity
 Staff learning event.

Participants

Search in 1 records

ID selection

Export

Bulk Operations

ID	First Name	Last Name	Participant Email	Accompanying Person	Participant With Special Needs	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	
0	Deport	Marc		X	X	27497-MOB-00001	France	Italy	01/09/2016	30/10/2016	<div></div> <div></div> <div></div>
Total			0	0							

Learning, Teaching and Training Activities											
<div> <div>Search in 3 records</div> <div> <div>ID selection</div> <div>Export</div> <div>Bulk Operations</div> </div> </div>											
	Activity Type	Activity Type	Long-term activity?	No. Of Accompanying Persons	No. of Participants	No. of Participants With Special Needs	Total Travel Amount	Total Individual Support	Total Linguistic Support	Exceptional Costs (Overseas Countries and Territories and Outermost Regions Travel Costs)	Total Grant (calculated)
0	SP-SCHOOL-BLEND	Blended mobility of school learners	X	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
0	SP-SCHOOL-PUPIL	Long-term study mobility of pupils	✓	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
0	SP-YOUTH-SHORT-TRAIN	Short-term training events for youth workers	X	0	1	0	275.00 €	4,790.00 €	0.00 €	0.00 €	5,035.00 €
Total				0	1	0	275.00 €	4,790.00 €	0.00 €	0.00 €	5,035.00 €
<div> <div>10</div> <div>25</div> <div>50</div> <div>100</div> </div>											
Approved Budget (by National Agency) 5,035 €											

Special Needs Support

Participants with special needs are entitled to extra financial support within the scope of a strategic partnerships project.

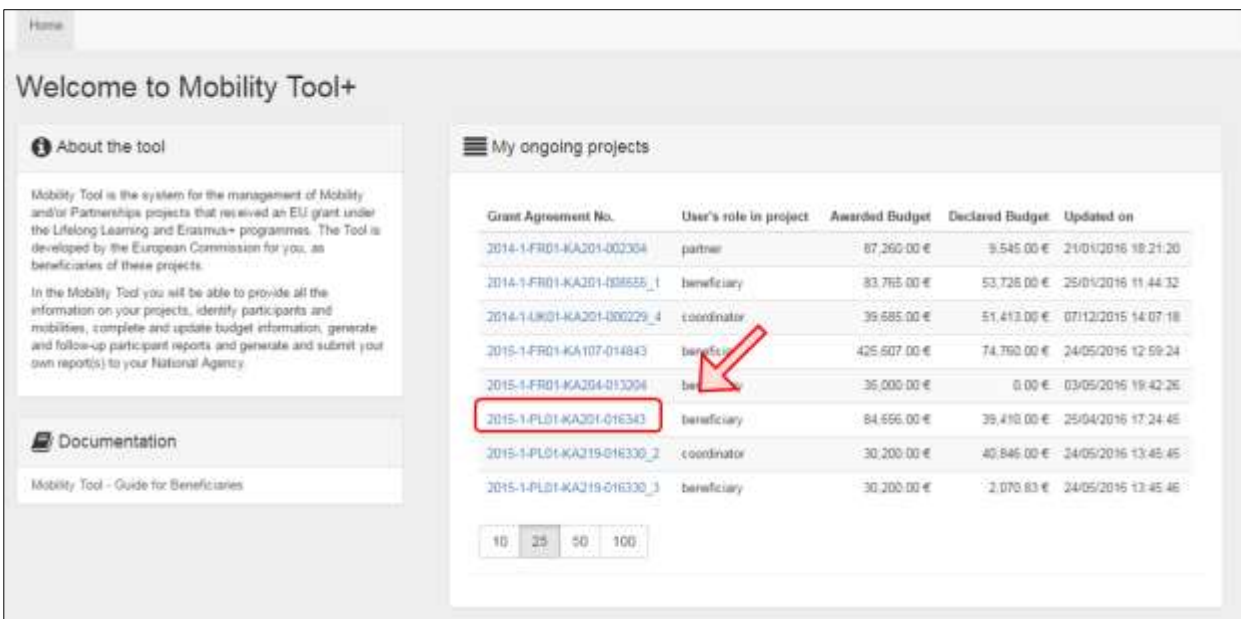
Quick steps

- [1. Click on the project reference number.](#)
- [2. Click the menu item "Special Needs Support".](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the "Special Needs Details".](#)
- [5. Click on "Save".](#)
- [6. Edit "Special Needs Support".](#)
- [7. Delete "Special Needs Support".](#)

Detailed steps

1. Click on the project reference number.

In the homepage click on the project reference in order to open the project. It will open in a new browser tab.



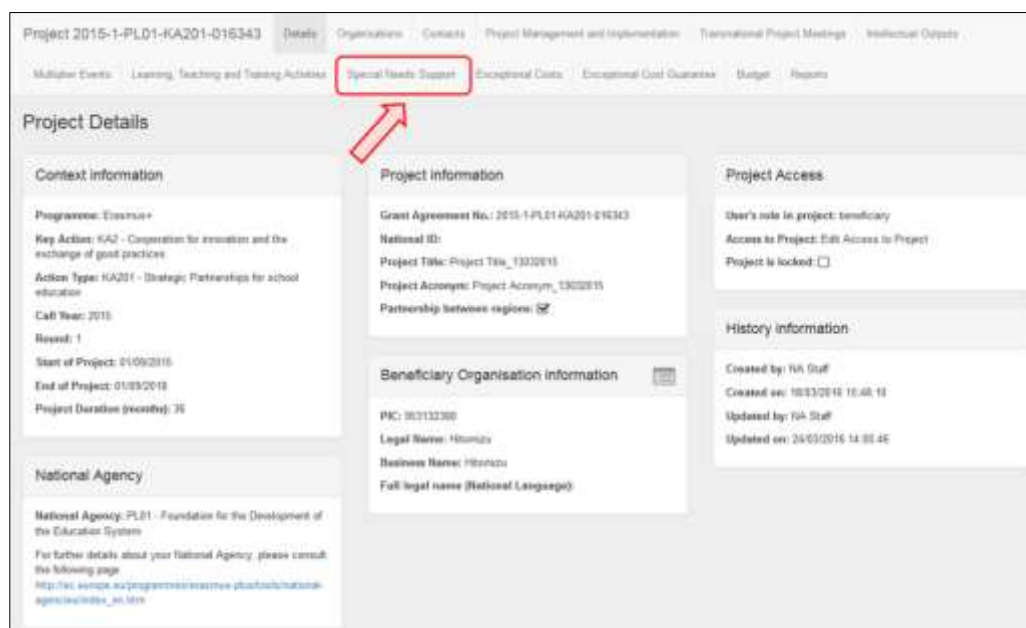
The screenshot shows the Mobility Tool+ homepage. On the left, there is a sidebar with 'About the tool' and 'Documentation' sections. The main area displays 'My ongoing projects' as a table. The table has five columns: 'Grant Agreement No.', 'User's role in project', 'Awarded Budget', 'Declared Budget', and 'Updated on'. The project reference number '2015-1-PL01-KA201-016343' is highlighted with a red box, and a red arrow points to it from the right.

Grant Agreement No.	User's role in project	Awarded Budget	Declared Budget	Updated on
2014-1-FR01-KA201-002304	partner	87,260.00 €	9,545.00 €	21/01/2016 18:21:20
2014-1-FR01-KA201-008555_1	beneficiary	83,765.00 €	53,728.00 €	25/01/2016 11:44:32
2014-1-UK01-KA201-000229_4	coordinator	39,685.00 €	51,413.00 €	07/12/2015 14:07:18
2015-1-FR01-KA107-014843	beneficiary	425,507.00 €	74,750.00 €	24/05/2016 12:59:24
2015-1-FR01-KA204-013094	beneficiary	36,000.00 €	0.00 €	03/05/2016 19:42:26
2015-1-PL01-KA201-016343	beneficiary	84,666.00 €	39,410.00 €	25/04/2016 17:24:46
2015-1-PL01-KA219-016330_2	coordinator	30,200.00 €	40,846.00 €	24/05/2016 13:45:45
2015-1-PL01-KA219-016330_3	beneficiary	30,200.00 €	2,070.83 €	24/05/2016 13:45:46

At the bottom of the table, there are pagination controls: 10, 25, 50, 100. The '25' button is currently selected.

2. Click the menu item "Special Needs Support".

The **Details** page appears. Click the **Special Needs Support** menu item to see the list, which has been entered into the NAs Project Management System. These entries can be edited in order to add additional information.



Project 2015-1-PLD1-KA201-016343 Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs

Multiple Events Learning Teaching and Training Activities **Special Needs Support** Exceptional Costs Exceptional Cost Guarantee Budget Reports

Project Details

Context information

Programme: Erasmus+

Key Action: KA2 - Cooperation for innovation and the exchange of good practices

Action Type: KA201 - Strategic Partnerships for school education

Call Year: 2015

Round: 1

Start of Project: 01/09/2015

End of Project: 01/09/2018

Project Duration (months): 36

Project information

Grant Agreement No.: 2015-1-PLD1-KA201-016343

National ID:

Project Title: Project Title_13032015

Project Acronym: Project Acronym_13032015

Partnership between regions: ☒

Project Access

User's role in project: beneficiary

Access to Project: Edit Access to Project

Project is locked: ☐

History information

Created by: TIA Staff

Created on: 18/03/2016 16:48:18

Updated by: TIA Staff

Updated on: 24/03/2016 14:05:45

National Agency

National Agency: PLD1 - Foundation for the Development of the Education System

For further details about your National Agency, please consult the following page:
http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

Beneficiary Organisation information

PKC: 002132380

Legal Name: Hromada

Business Name: Hromada

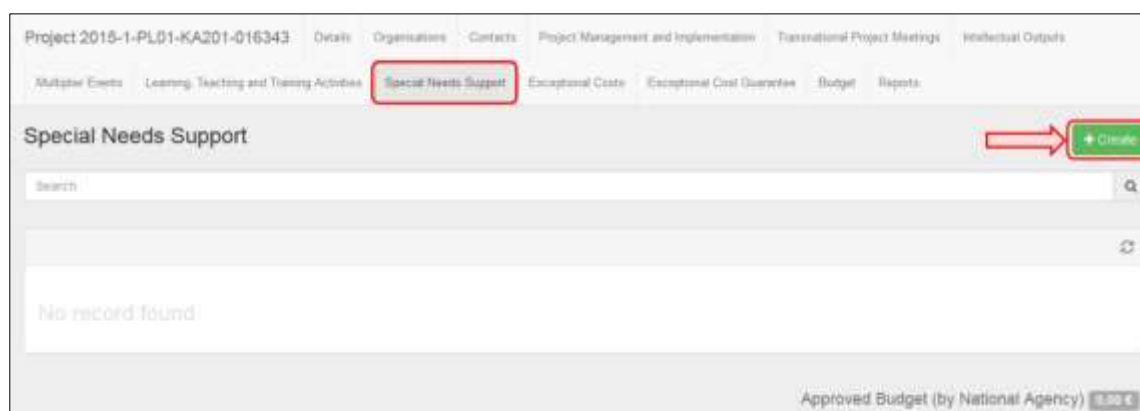
Full legal name (National Language):

3. Click the "+Create" button.

In order to add a cost line for **Special Needs Support**, click the **+Create** button.



The value **Approved Budget (by National Agency)** may be set to zero, if the project is for call year 2014 and the project data was submitted to MT+ before MT+ 2.3.0. In this case please check the budget screen for the value for this item that has been approved by the National Agency.



Project 2015-1-PLD1-KA201-016343 Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs

Multiple Events Learning Teaching and Training Activities **Special Needs Support** Exceptional Costs Exceptional Cost Guarantee Budget Reports

Special Needs Support

Search

No record found

Approved Budget (by National Agency) 0.00 €

4. Fill in the "Special Needs Details".

The **Special Needs Details** window appears. Fill in the details (blank fields) as applicable.

Special Needs Details

×

Save

Organisation

Hitomizu

No. of Participants With Special Needs

2

Total Cost

100

Description

Special needs support needed.

1971 characters left

Cancel

Save

5. Click on "Save".

To save the data, click the **Save** button. After clicking on save, the details line will now appear in the list of **Special Needs Support**.

Special Needs Details

×

Save

Organisation

Hitomizu

No. of Participants With Special Needs

2

Total Cost

100

Description

Special needs support needed.

1971 characters left

Save

Special Needs Support

+ Create

Search

@ selection ▲ Export

	Legal Name	Description	Total Cost	
○	Hitomizu	Special needs support needed.	100.00 €	
Total			100.00 €	

10 25 50 100

Approved Budget (by National Agency) 2.000 €

6. Edit "Special Needs Support".

To edit a line of **Special Needs Support**, click the pencil icon, update the data and click on **Save**.



The screenshot shows the 'Special Needs Support' interface. At the top right is a green '+ Create' button. Below it is a search bar. Underneath are 'selection' and 'Export' buttons. The main part is a table with columns: 'Legal Name', 'Description', and 'Total Cost'. There is one line item with 'Himizu' as the legal name and 'Special needs support needed' as the description, with a total cost of 100.00 €. To the right of this line item, three icons are visible: a calendar, a pencil (highlighted with a red box), and a trash can. Below the table is a 'Total' row showing 100.00 €. At the bottom right, it says 'Approved Budget (by National Agency) 0.00 €'. At the bottom left, there are pagination buttons for 10, 25, 50, and 100 items.

Legal Name	Description	Total Cost
Himizu	Special needs support needed	100.00 €
Total		100.00 €

7. Delete "Special Needs Support".

To delete a line of **Special Needs Support**, click the bin icon.



This screenshot is identical to the one above, showing the 'Special Needs Support' interface. The table contains the same line item. In this context, the trash can icon to the right of the line item is highlighted with a red box, indicating the action to delete the entry.

Legal Name	Description	Total Cost
Himizu	Special needs support needed	100.00 €
Total		100.00 €

Exceptional Costs

This page explains how to manage the "Exceptional Costs" in MT+.

Exceptional costs include but are not limited to sub-contracting and purchase of goods/services. If exceptional costs are added, a comment must be entered on the budget screen.

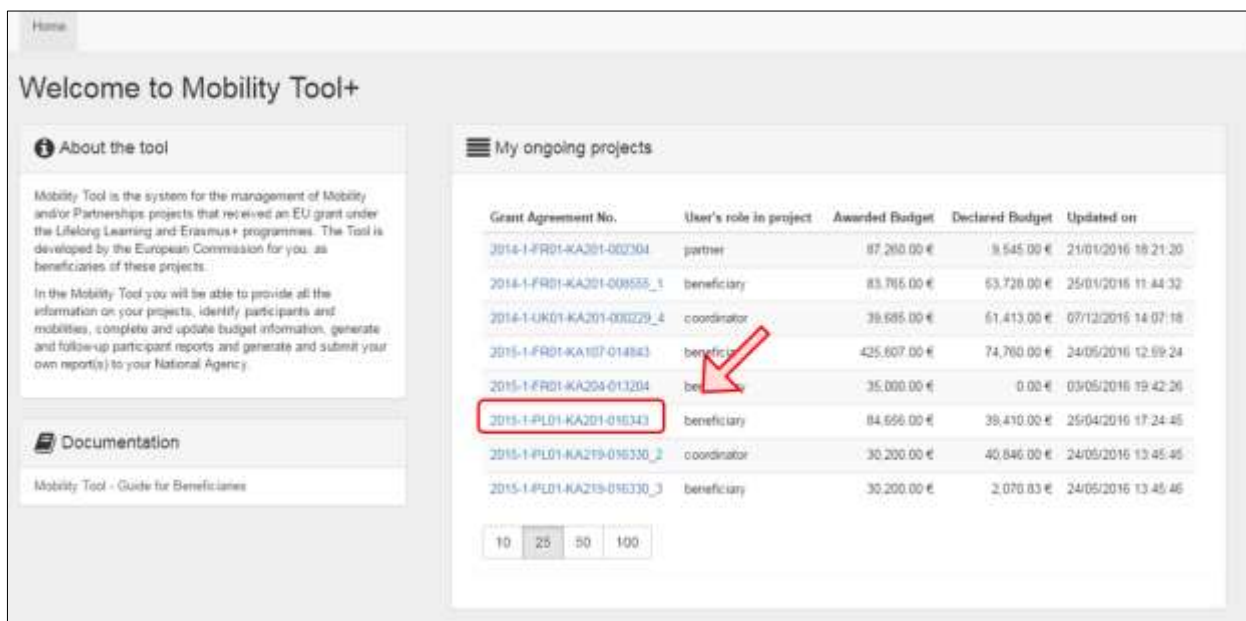
Quick steps

- [1. Click on the project reference.](#)
- [2. Click the menu item "Exceptional Costs".](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the details.](#)
- [5. Click on "Save".](#)
- [6. Add a comment in the "Budget" tab.](#)

Detailed steps

1. Click on the project reference.

On the homepage click on the project reference in order to open the project. It will open in a new browser tab.



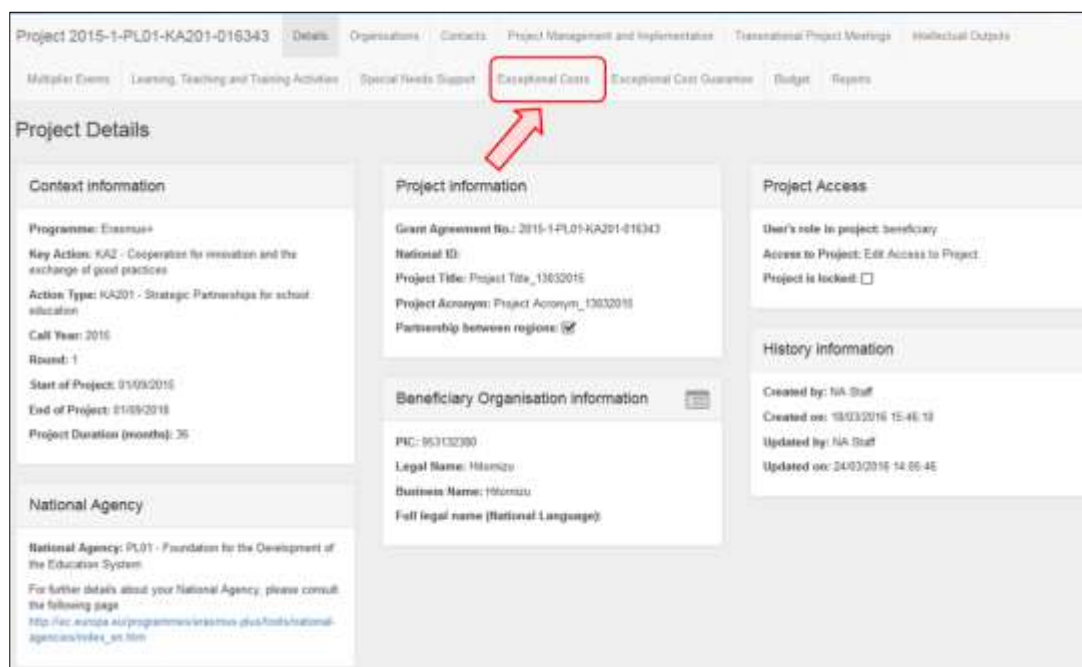
The screenshot shows the 'Welcome to Mobility Tool+' homepage. On the left, there is a sidebar with 'About the tool' and 'Documentation' sections. The main area is titled 'My ongoing projects' and contains a table with the following data:

Grant Agreement No.	User's role in project	Awarded Budget	Declared Budget	Updated on
2014-1-FR01-KA201-002304	partner	87,200.00 €	8,545.00 €	21/01/2016 18:21:20
2014-1-FR01-KA201-009555_1	beneficiary	83,765.00 €	63,720.00 €	25/01/2016 11:44:32
2014-1-UK01-KA201-000229_4	coordinator	39,685.00 €	61,413.00 €	07/12/2015 14:07:18
2015-1-FR01-KA107-014883	beneficiary	425,607.00 €	74,760.00 €	24/05/2016 12:59:24
2015-1-FR01-KA204-013204	beneficiary	35,000.00 €	0.00 €	03/05/2016 19:42:26
2015-1-PL01-KA201-016343	beneficiary	84,656.00 €	39,410.00 €	25/04/2016 17:24:45
2015-1-PL01-KA219-016330_2	coordinator	30,200.00 €	40,846.00 €	24/05/2016 13:45:45
2015-1-PL01-KA219-016330_3	beneficiary	30,200.00 €	2,070.83 €	24/05/2016 13:45:46

At the bottom of the table, there are pagination controls: 10, 25, 50, 100. The project reference '2015-1-PL01-KA201-016343' is highlighted with a red box, and a red arrow points to it.

2. Click the menu item "Exceptional Costs".

After the **Details** page of the project opens, click on the menu item **Exceptional Costs**.



The screenshot shows the 'Project Details' page for project 2015-1-PL01-KA201-016343. The 'Exceptional Costs' menu item is highlighted with a red box and a red arrow pointing to it. The page is divided into several sections: Context information, Project information, Project Access, National Agency, Beneficiary Organisation information, and History information.

Context information

- Programme: Erasmus+
- Key Action: KA2 - Cooperation for innovation and the exchange of good practices
- Action Type: KA201 - Strategic Partnerships for school education
- Call Year: 2016
- Round: 1
- Start of Project: 01/09/2016
- End of Project: 01/09/2018
- Project Duration (months): 36

Project information

- Grant Agreement No.: 2015-1-PL01-KA201-016343
- National ID:
- Project Title: Project Title_13632016
- Project Acronym: Project Acronym_13632016
- Partnership between regions: ☒

Project Access

- User's role in project: beneficiary
- Access to Project: Edit Access to Project
- Project is locked: ☐

National Agency

National Agency: PL01 - Foundation for the Development of the Education System

For further details about your National Agency, please consult the following page:
http://ec.europa.eu/programmes/erasmus-plus/needs/national-agencies/index_en.htm

Beneficiary Organisation information

- PIU: 953132300
- Legal Name: Hlaseniz
- Business Name: Hlaseniz
- Full legal name (National Language):

History information

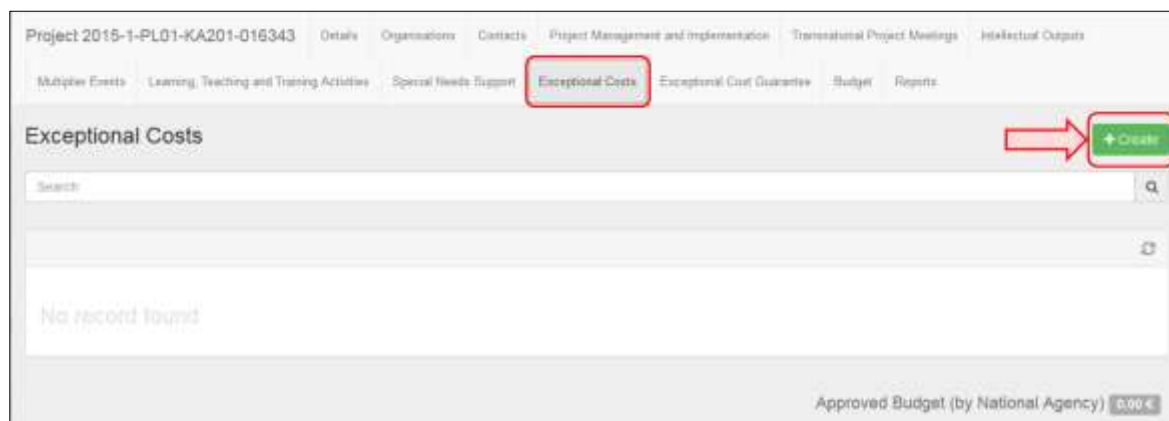
- Created by: NA Staff
- Created on: 18/03/2016 15:46:18
- Updated by: NA Staff
- Updated on: 24/03/2016 14:06:46

3. Click the "+Create" button.

In order to create a new details line, click on the **+Create** button.



The value **Approved Budget (by National Agency)** may be set to zero, if the project is for call year 2014 and the project data was submitted to MT+ before MT+ 2.3.0. In this case please check the budget screen for the value for this item that has been approved by the National Agency.



The screenshot shows the 'Exceptional Costs' page. The 'Exceptional Costs' menu item is highlighted with a red box. A red arrow points to the '+Create' button in the top right corner. The page displays a search bar, a refresh button, and a message 'No record found'. At the bottom, the 'Approved Budget (by National Agency)' is shown as '0.00 €'.

Exceptional Costs


Search:

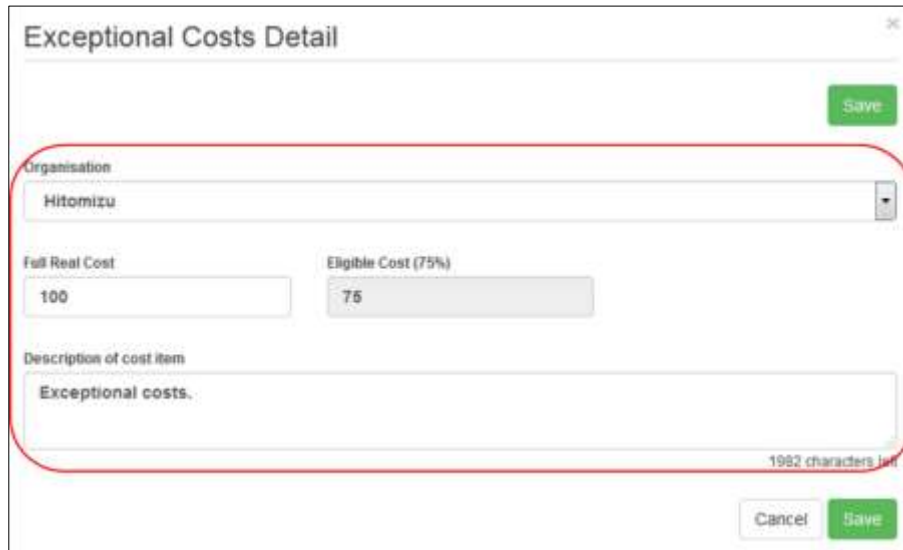
No record found

Approved Budget (by National Agency) 0.00 €

4. Fill in the details.

Fill in the details (blank fields) as applicable.

 Note - For **2014 Projects**, the Total (Adjusted) field appears.



Exceptional Costs Detail

Save

Organisation
Hitomizu

Full Real Cost
100

Eligible Cost (75%)
75

Description of cost item
Exceptional costs.

1982 characters left

Cancel Save

5. Click on "Save".

To save the data, click the **Save** button.

Exceptional Costs Detail

Save

Organisation
Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku

Full Real Cost: 100
Eligible Cost (75%): 75
Total(Adjusted): 75

Description of cost item
Exceptional Costs

Save

After saving, the details line will now appear in the list.

Exceptional Costs

Search

10 25 50 100

	Legal Name	Description of cost item	Full Real Cost	Eligible Cost (75%)	
	Wzrost	Exceptional costs	100.00 €	75.00 €	
Total			100.00 €	75.00 €	

Approved Budget (by National Agency) 908 €

6. Add a comment in the "Budget" tab.

To add a comment in relation to all exceptional costs on the Budget screen, click on the **Budget** tab, add the comment and click the **Save** button.

Exceptional Costs
Exceptional Cost Guarantee
Budget
Reports

	Approved Budget (by National Agency)	% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget	Current Budget (in Mobility Tool)	% Current/Approved Budget
Multiplier Events	3.500,00 €	80,00 %	2.800,00 €	120,00 %	4.200,00 €	5.000,00 €	142,86 %
Learning, Teaching and Training Activities	0,00 €	80,00 %	0,00 €	120,00 %	0,00 €	2.885,00 €	0,00 %
Short-term training events for youth workers	0,00 €					2.885,00 €	0,00 %
EU Travel Grant	0,00 €					275,00 €	0,00 %
EU Individual Support	0,00 €					2.590,00 €	0,00 %
Linguistic Support Grant	0,00 €					0,00 €	0,00 %
Special Needs' Support	0,00 €					100,00 €	0,00 %
Exceptional Costs	<div style="border: 1px solid #add8e6; padding: 10px; min-height: 40px; margin-bottom: 5px;"> These costs were incurred while..... </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 1964 characters left 0,00 € 80,00 % 0,00 € 100,00 % 0,00 € 75,00 € 0,00 % </div>						

➡
Save

MT+ KA2 Budget

- [Approved Budget \(by National Agency\) and Current Budget \(in Mobility Tool\).](#)
- [Allowed budget transfers between budget items.](#)
- [Maximum and minimum percentage allowed for the transfer.](#)
- [Budget for Learning, Teaching and Training Activities.](#)
- [Budget for Exceptional Costs and Exceptional Cost Guarantee.](#)
- [Reduction of EU Grant.](#)

Approved Budget (by National Agency) and Current Budget (in Mobility Tool).

Explanation and illustration

The budget summary screen provides an overview of the approved budget as entered into the NAS Project Management System. This can be seen in the column **Approved Budget (by National Agency)**.

The column **Current Budget (in Mobility Tool)** reflects the total for each activity and budget item as entered under each tab of the Mobility Tool:

- Project management and implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier Events
- Learning, Teaching and Training Activities
- Special Needs' Support
- Exceptional Costs
- Exceptional Cost Guarantee



Project 2014-1-UK01-KA201-000229_3

Details

Organisations

Contacts

Project Management and Implementation

Transnational Project Meetings

Intellectual Outputs

Multiplier Events

Learning, Teaching and Training Activities

Special Needs Support

Exceptional Costs

Exceptional Cost Guarantee

Budget

Reports

Budget

	Budget Transfers (% of Approved Budget)						
	Approved Budget (by National Agency)	Minimum Allowed After Transfers To Another Budget Item		Maximum Allowed After Transfers From Another Budget Item		Current Budget (in Mobility Tool)	% Current/Approved budget
		% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget		
Total Project	38,925.00 €					1,500.00 €	3.85 %
Reduction of EU Grant						0.00 €	
Project management and implementation	9,000.00 €	80.00 %	7,200.00 €	100.00 %	9,000.00 €	1,500.00 €	16.67 %
Transnational Project Meetings	6,675.00 €	80.00 %	5,340.00 €	120.00 %	8,010.00 €	0.00 €	0.00 %
Intellectual Outputs	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %
Multiplier Events	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %
Learning, Teaching and Training Activities	23,250.00 €	80.00 %	18,600.00 €	120.00 %	27,900.00 €	0.00 €	0.00 %
Short-term joint staff training events	23,250.00 €					0.00 €	0.00 %
EU Travel Grant	8,250.00 €					0.00 €	0.00 %
EU Individual Support	15,000.00 €					0.00 €	0.00 %
Linguistic Support Grant	0.00 €					0.00 €	0.00 %
Special Needs' Support	0.00 €					0.00 €	0.00 %

Exceptional Costs

	0.00 €	80.00 %	0.00 €	100.00 %	0.00 €	0.00 €	0.00 %
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Exceptional Cost Guarantee

	0.00 €					0.00 €	0.00 %
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Allowed budget transfers between budget items.

Explanation and illustration

Transfer between budget items is allowed but only as indicated in the table below:

		To (budget item receiving the funds)							
		PMI	TPM	IO	ME	LTT	SN	EC	EC - Guarantee
From (budget item sending the funds)	PMI		Allowed	Allowed	Allowed	Allowed	Allowed		Allowed
	TPM			Allowed	Allowed	Allowed	Allowed		Allowed
	IO		Allowed		Allowed	Allowed	Allowed		Allowed
	ME		Allowed	Allowed		Allowed	Allowed		Allowed
	LTT		Allowed	Allowed	Allowed		Allowed		Allowed
	SN								
	EC		Allowed	Allowed	Allowed	Allowed	Allowed		Allowed
	EC - Guarantee								

Maximum and minimum percentage allowed for the transfer.

Explanation and illustration

Where transfer is allowed from or to a budget item, the maximum and minimum percentage allowed is displayed. Also, both the minimum value and the maximum value are automatically calculated and displayed here.

If these limits are exceeded the cell will display in orange and the amount should be adjusted under the appropriate tab for that budget item.

If the amount is different than the approved budget but within the allowed limits it will be displayed in red. The highlight in red is only for information and will not block any functionality.

Budget Transfers (% of Approved Budget)							
	Approved Budget (by National Agency)	Maximum Allowed After Transfers To Another Budget Item		Maximum Allowed After Transfers From Another Budget Item		Current Budget (in Mobility Tool)	% Current/Approved budget
		% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget		
Total Project	38,925.00 €					1,500.00 €	3.85 %
Reduction of EU Grant						0.00 €	
Project management and implementation	9,000.00 €	80.00 %	7,200.00 €	100.00 %	9,000.00 €	1,500.00 €	16.67 %
Transnational Project Meetings	6,675.00 €	80.00 %	5,340.00 €	120.00 %	8,010.00 €	0.00 €	0.00 %
Intellectual Outputs	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %
Multiplier Events	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %
Learning, Teaching and Training Activities	23,250.00 €	80.00 %	18,600.00 €	120.00 %	27,900.00 €	0.00 €	0.00 %
Short-term joint staff training events	23,250.00 €					0.00 €	0.00 %
EU Travel Grant	8,250.00 €					0.00 €	0.00 %
EU individual Support	15,000.00 €					0.00 €	0.00 %
Linguistic Support Grant	0.00 €					0.00 €	0.00 %
Special Needs' Support	0.00 €					0.00 €	0.00 %

Exceptional Costs							
	0.00 €	80.00 %	0.00 €	100.00 %	0.00 €	0.00 €	0.00 %
Exceptional Cost Guarantee							
	0.00 €					0.00 €	0.00 %

Budget for Learning, Teaching and Training Activities.

Explanation and illustration

Learning Teaching and Training Activities budget item is further divided into the activity types.

Project 2014-1-UK01-KA201-000229_3 Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs

Multiplier Events **Learning, Teaching and Training Activities** Special Needs Support Exceptional Costs Exceptional Cost Guarantees Budget Reports

Learning, Teaching and Training Activities

Search

Selection Export

Activity No.	Activity Type	Activity Type	Long-term activity?	No. Of Accompanying Persons	No. of Participants	No. of Participants With Special Needs	Total Travel Amount	Total Individual Support	Total Linguistic Support	Total Grant (calculated)	Total Grant (Adjusted)
C7	SP-SCHOOL-EVENT	Short-term joint staff training events	X	1	1	0	275.00 €	2,310.00 €	0.00 €	2,585.00 €	2,585.00 €
C24	SP-SCHOOL-EXCH	Short-term exchanges of groups of pupils	X	0	1	0	360.00 €	330.00 €	0.00 €	690.00 €	690.00 €
Total				1	2	0	635.00 €	2,640.00 €	0.00 €	3,275.00 €	3,275.00 €

10 25 50 100

Approved Budget (by National Agency) 23,250.00 €

	Budget Transfers (% of Approved Budget)						Current Budget (in Mobility Tool)	% Current Approved Budget
	Approved Budget (by National Agency)	Maximum Allowed After Transfers To Another Budget Item		Maximum Allowed After Transfers From Another Budget Item				
		% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget			
Learning, Teaching and Training Activities	23,250.00 €	00.00 %	18,600.00 €	120.00 %	27,900.00 €	3,275.00 €	14.09 %	
Short-term exchanges of groups of pupils	0.00 €					690.00 €	0.00 %	
EU Travel Grant	0.00 €					360.00 €	0.00 %	
EU Individual Support	0.00 €					330.00 €	0.00 %	
Linguistic Support Grant	0.00 €					0.00 €	0.00 %	
Short-term joint staff training events	23,250.00 €					2,585.00 €	11.12 %	
EU Travel Grant	8,250.00 €					275.00 €	0.00 %	
EU Individual Support	15,000.00 €					2,310.00 €	0.00 %	
Linguistic Support Grant	0.00 €					0.00 €	0.00 %	

Budget for Exceptional Costs and Exceptional Cost Guarantee.

Explanation and illustration

The **Exceptional Costs** and **Exceptional Cost Guarantee** both have comments fields. A comment should be entered and saved, if either items have costs entered.

Exceptional Costs	0,00 €	80,00 %	0,00 €	100,00 %	0,00 €	0,00 €	0,00 %
Exceptional Cost Guarantee	0,00 €					0,00 €	0,00 %

Reduction of EU Grant.

Explanation and illustration

After the National Agency has processed the final report the total amount by which the current budget can be reduced may be entered if necessary by the NA into the field **Reduction of EU Grant**.

	Approved Budget (by National Agency)	% of Approved Budget	Budget Transfers (% of Approved Budget)			Current Budget (in Modeling Tool)	% Current/Approved budget
			Maximum Allowed After Transfers To Another Budget Item	Maximum Amount According to % of Approved Budget	Maximum Allowed After Transfers From Another Budget Item		
Total Project	28.525,00 €					1.500,00 €	5,26 %
Reduction of EU Grant						0,00 €	
Project management and implementation	9.000,00 €	80,00 %	7.200,00 €	100,00 %	9.000,00 €	1.300,00 €	14,44 %
Transnational Project Meetings	8.675,00 €	90,00 %	8.340,00 €	120,00 %	8.010,00 €	0,00 €	0,00 %
Intellectual Outputs	0,00 €	90,00 %	0,00 €	120,00 %	0,00 €	0,00 €	0,00 %
Multiplier Events	0,00 €	80,00 %	0,00 €	120,00 %	0,00 €	0,00 €	0,00 %
Learning, Teaching and Training Activities	23.285,00 €	90,00 %	18.860,00 €	120,00 %	27.900,00 €	0,00 €	0,00 %
Short-term joint staff training events	23.285,00 €					0,00 €	0,00 %
EU Travel Grant	8.285,00 €					0,00 €	0,00 %
EU Individual Support	18.000,00 €					0,00 €	0,00 %
Linguistic Support Grant	0,00 €					0,00 €	0,00 %
Special Needs' Support	0,00 €					0,00 €	0,00 %

Manage participant report

What are the participant reports?

Those individuals that have participated in an Erasmus+ mobility project are requested to submit their feedback on the experience. The participant receives an email with a dedicated link to the participant report. The email request is automatically triggered by the Mobility Tool when the end date of the mobility is reached. The individual participant report is completed online in an EU Survey and is offered in various languages. The participant can save as draft and submit the form. After submission, the participant may download a pdf version but they can not edit the form again.

In the Mobility Tool, you can view the status of the participant report. The report status is either **Requested**, or **Submitted**. If the email address is incorrect or there is an issue with sending the email, the status will be **Undelivered**. In this case it is possible to send the email request to the participant again. To do so:

1. Select the participants to which you would like to resend the report request
2. Click on the link **Resend participant report request**

The screenshot shows the 'Mobilities' section of the Mobility Tool. At the top, there's a navigation bar with tabs: Project 2015-1-NL01-KA103-008626, Details, Dashboard, Organisations, Contacts, **Mobilities**, Mobility Import - Export, Budget, and Reports. Below this, the 'Mobilities' section has a sub-header 'Export Participant Reports' and a '+ Create' button. A search bar shows 'Search in 452 records'. Below the search bar, there are buttons for 'selection', 'report', and 'bulk operations'. A 'Bulk operations on 2 records' button is visible, along with a 'Delete' button. A red circle '2' highlights the 'Resend Participant Report Request' button. Below this is a table with columns: Participant First Name, Participant Last Name, Participant Email, Activity Type, Mobility ID, Sending Country, Receiving Country, Start Date, End Date, Eligible Mobility, Report Status, Requested On, and Received On. A red circle '1' highlights the first row of the table, which has a radio button selected. The 'Report Status' column for the first two rows is 'Requested', and for the third row, it is 'Undelivered'. The 'Requested On' date for all rows is 31/12/2015.

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
Fergus	Katman	email@domain.com	IE-SMS-P	155	Netherlands	Spain	01/09/2015	31/12/2015		Requested	31/12/2015	
Hann	Glass	email@domain.com	IE-SMS-P	14	Netherlands	Spain	07/05/2015	31/12/2015		Requested	31/12/2015	
Jon	Rose	email@domain.com	IE-SMS-P	348	Netherlands	Spain	07/09/2015	31/12/2015		Undelivered	31/12/2015	
An	Dune	email@domain.com	IE-SMS-P	85	Netherlands	Spain	29/06/2015	31/12/2015		Submitted	31/12/2015	

All participant reports can be downloaded from the **Mobilities** list view.

Project 2014-1-PL01-KA103-000005 | Details | Dashboard | Organisations | Contacts | **Mobilities** | Mobility Report - Export | Budget | Reports

Mobilities [Export Participant Reports](#) Download the report here! [+ Create](#)

Search in 4 records

Selection | Search | Bulk operations on 1 records | Delete | Re-Send Participant Report Requests

	Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Report Status	Requested On	Received On
<input type="radio"/>	It	S	it@test.com	HE-SMS-F	00000-MOB-00002	France	Austria	01/03/2016	31/03/2016	NONE		
<input type="radio"/>	S	S	s@t.com	HE-SMP-F	00000-MOB-00001	France	Austria	01/05/2015	30/05/2015	NONE		
<input type="radio"/>	Heian	Doyle	heian.doyle@eotec.europa.eu	HE-SMS-F	00000-MOB-00003	France	Austria	01/03/2016	30/05/2016	NONE		
<input checked="" type="radio"/>	Stephen	Reid	stephen.reid@eotec.europa.eu	HE-SMP-F	00000-MOB-00004	France	Austria	06/03/2016	08/04/2016	NONE		

10 25 50 100

For those key actions that have more than one activity type, the zip file will contain as many files as there are activity types, as the participant forms differ for each activity type.

The participant reports are not mandatory for all key actions, for example for the youth key actions only the group leader may be requested to complete the participant report. For KA2 no participant reports are required.

The functionality in MT+ allows for sending of the beneficiary report even if not all participant reports have been submitted.

How to bulk send reminders for participant reports in MT+

Quick steps

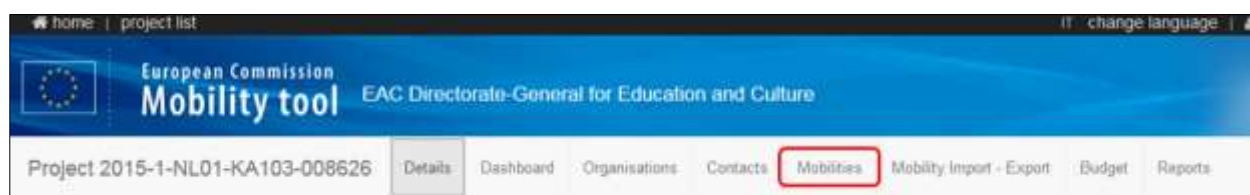
- [Open the project.](#)
- [Click on the "Mobilities" tab.](#)
- [Select the mobilities and click on "bulk operations".](#)
- [Click on "Re-Send Participant Report Requests".](#)
- [A confirmation message will be displayed.](#)

Detailed steps

1. Open the project.

2. Click on the "Mobilities" tab.

This will open the list of mobilities.



3. Select the mobilities and click on "bulk operations".

This can only be performed if the end date of the mobility has passed.

The screenshot shows the 'European Commission Mobility tool' interface. The top navigation bar includes 'Project 2015-1-NL01-KA103-008626' and tabs for 'Details', 'Dashboard', 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export', 'Budget', and 'Reports'. The 'Mobilities' tab is active, showing a list of 452 records. A search bar is present above the table. The table has columns for Participant (First Name, Last Name, Email), Activity Type, Mobility ID, Sending Country, Receiving Country, Start Date, End Date, Eligible Mobility, Report Status, Requested On, and Received On. Four red circles with numbers 1 and 2 are overlaid on the interface. Circle 1 points to the selection checkboxes in the first column. Circle 2 points to the 'bulk operations' button in the table's toolbar.

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
Fergus	Kelman	email@domain.com	HE-SMS-P	158	Netherlands	Spain	01/09/2015	31/12/2015	Requested	31/12/2015		
Hanne	Glass	email@domain.com	HE-SMS-P	14	Netherlands	Spain	07/09/2015	31/12/2015	Requested	31/12/2015		
Ion	Rose	email@domain.com	HE-SMS-P	348	Netherlands	Spain	07/09/2015	31/12/2015	Requested	31/12/2015		
An	Dune	email@domain.com	HE-SMS-P	85	Netherlands	Spain	29/09/2015	31/12/2015	Requested	31/12/2015		

4. Click on "Re-Send Participant Report Requests".

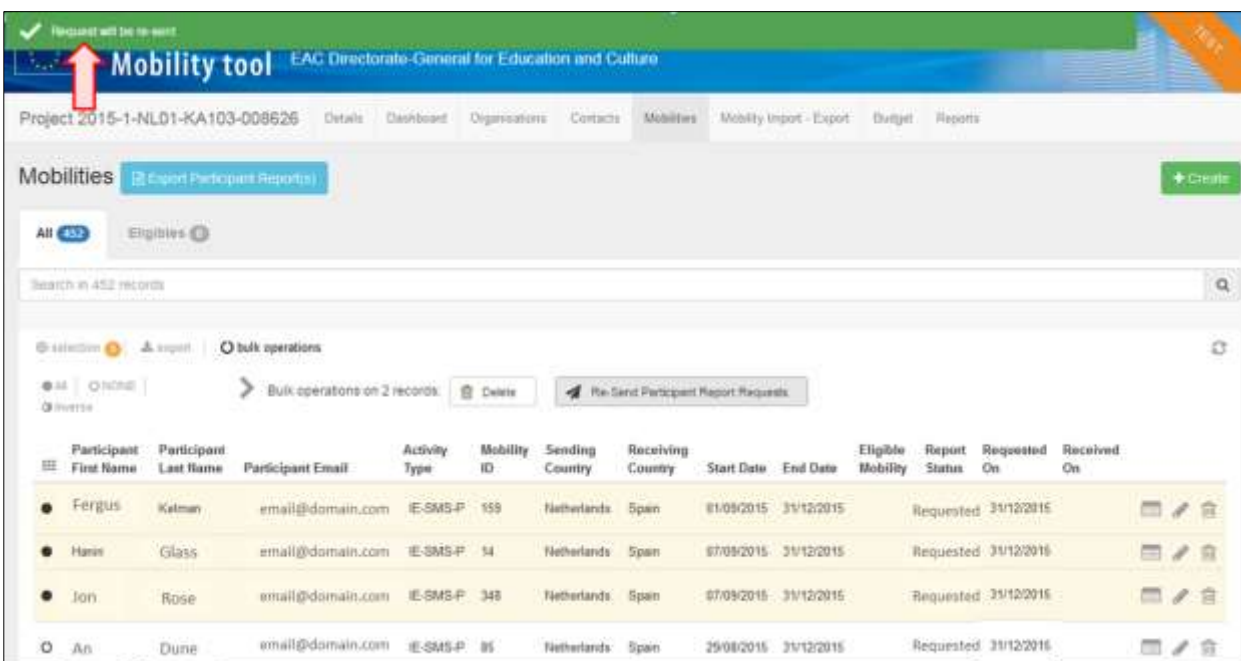
An email reminder will be sent to each of the participants requesting them to submit their participant report. The **Requested On** dates will be updated as a result of this action.

The screenshot shows the 'European Commission Mobility tool' interface for the project '2015-1-NL01-KA103-008626'. The 'Mobilities' tab is active, displaying a list of participants. A red box highlights the 'Re-Send Participant Report Requests' button in the bulk operations menu.

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
Fergus	Kelman	email@domain.com	IE-SMS-P	159	Netherlands	Spain	01/09/2015	31/12/2015	Requested	31/12/2015		
Hani	Glass	email@domain.com	IE-SMS-P	14	Netherlands	Spain	07/09/2015	31/12/2015	Requested	31/12/2015		
Jon	Rose	email@domain.com	IE-SMS-P	348	Netherlands	Spain	07/09/2015	31/12/2015	Requested	31/12/2015		
An	Dune	email@domain.com	IE-SMS-P	85	Netherlands	Spain	29/08/2015	31/12/2015	Requested	31/12/2015		

5. A confirmation message will be displayed.

A confirmation message will be displayed to confirm that the request of resending has been performed. After the resending is performed the dates of **Requested On** will be updated. The resending of the email cannot be repeated within 24 hours of the last request. If the email address is incorrect or the email sending is failed, the report status will be updated to **Undelivered**.



The screenshot displays the 'Mobility tool' interface for the 'Project 2015-1-NL01-KA103-008626'. The 'Mobilities' tab is active, showing a list of 452 records. A red arrow points to the 'Resend Participant Report Requests' button in the bulk operations section. The table below lists participant details, including names, emails, activity types, mobility IDs, and dates.

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
Fergus	Kelman	email@domain.com	IE-SMS-P	159	Netherlands	Spain	01/09/2015	31/12/2015		Requested	31/12/2015	
Harri	Glass	email@domain.com	IE-SMS-P	14	Netherlands	Spain	07/09/2015	31/12/2015		Requested	31/12/2015	
Jon	Rose	email@domain.com	IE-SMS-P	348	Netherlands	Spain	07/09/2015	31/12/2015		Requested	31/12/2015	
An	Dune	email@domain.com	IE-SMS-P	85	Netherlands	Spain	29/08/2015	31/12/2015		Requested	31/12/2015	

Manage Final Beneficiary report

How to complete and submit the beneficiary report

Length of video	Version of Tool	Comments
5min 35sec	MT+1.6.2 and EPlusLink 2.3.1	<p>This overview while created for older versions of MT+ and EPlusLink is still relevant for most of the current functionality.</p> <p>New following functionality not shown in this video.</p> <ul style="list-style-type: none">• <u>The Project summary, Context and Budget sections are already filled in.</u>• <u>For KA107, Context, Summary of Beneficiary and Partner Organisations and Participant Feedback on Erasmus Charter Provisions and General Issues are already filled in.</u>• <u>Maximum number of attachments: 10 (instead of 5).</u>• <u>Maximum size for the attachments: 10 MB (instead of 5 MB).</u>

Video

URL: [How to complete and submit the beneficiary report](#)

QR code:



Submit Terminate-with-no-grant Report

If a project, has ended without any costs, and no mobilities have taken place, then it is possible to terminate the project with no grant. This action can be performed by the National Agency or by the beneficiary/Coordinating organisation. This scenario below, is performed by a National Agency user and Beneficiary users will not see the tab NA Validation. Otherwise the steps remain the same for both profiles. It is only possible to terminate the project with no grant, if there are no mobilities added and the declared budget has not costs indicated. Check the declared budget under the Budget tab.

In KA2 some project data is transferred during project creation for ME, IO and TPM. If a KA2 project does not show the termination screen, even though there is no Budget (0€), these records need to be manually removed.

Quick steps

1. [Click the "Reports" tab.](#)
2. [Generate a "Terminate-with-no-grant Report".](#)
3. [Click on "Edit Draft".](#)
4. [Add "Reason of Termination".](#)
5. ["Download Declaration of Honour" document.](#)
6. [Signing "Declaration of Honour" document.](#)
7. [Upload Declaration of Honour document.](#)
8. [Click on "Start Submission Process".](#)
9. [The checklist wizard appears.](#)
10. ["Accept" the "Data Protection Notice".](#)
11. [Check the "Submission Process Checklist".](#)
12. [Confirm Submission.](#)
13. [Submission in progress.](#)
14. [Successful submission of report.](#)
15. [View termination confirmation.](#)

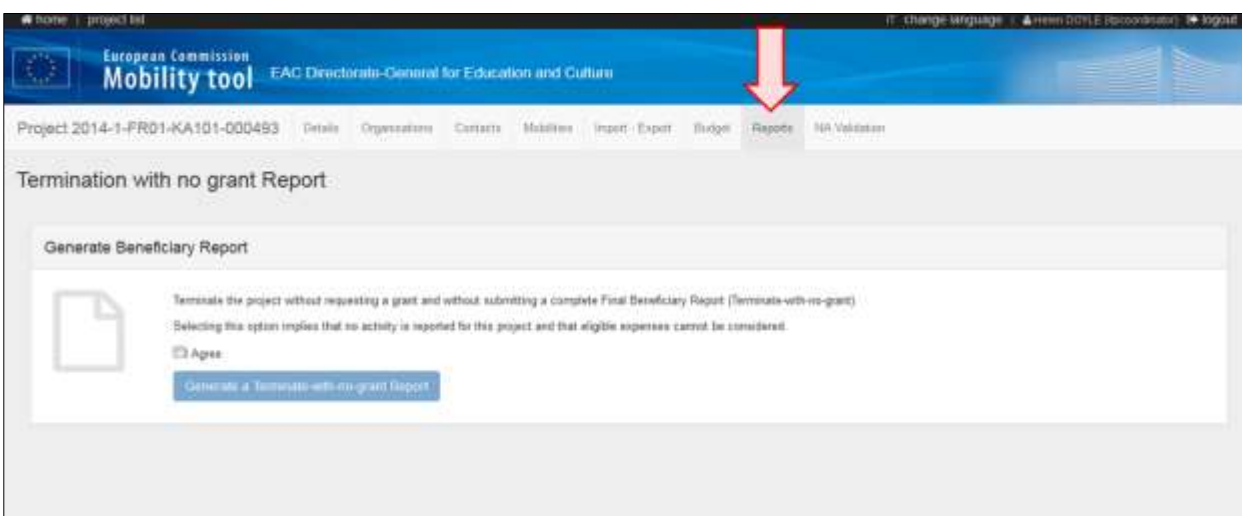
Detailed steps

1. Click the "Reports" tab.

In MT+ click on the **Reports** tab to start the **Termination with no grant Report** procedure.

If this button does not appear, it is perhaps due to the fact that there are still mobilities or activities for strategic partnerships added or costs declared under the budget tab. To terminate with no grant, remove all mobilities or activities for strategic partnerships and remove all declared costs.

If the project is to be terminated with eligible costs, then the beneficiary report can be submitted as normal, without removing the eligible mobilities and costs.



European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA101-000493 Details Organisations Contacts Mobilities Import-Export Budget **Reports** N/A Validation

Termination with no grant Report

Generate Beneficiary Report

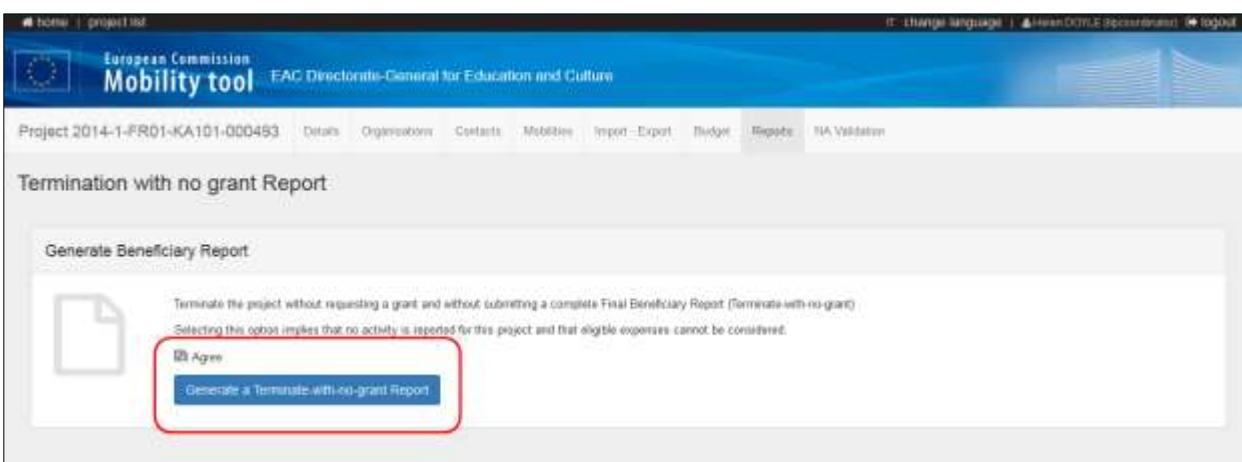
Terminate the project without requesting a grant and without submitting a complete Final Beneficiary Report (Terminate-with-no-grant)
Selecting this option implies that no activity is reported for this project and that eligible expenses cannot be considered.

☐ Agree

Generate a Terminate-with-no-grant Report

2. Generate a "Terminate-with-no-grant Report".

To proceed, click the **Agree** checkbox and click on the **Generate a Terminate-with-no-grant Report** button.



European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA101-000493 Details Organisations Contacts Mobilities Import-Export Budget Reports N/A Validation

Termination with no grant Report

Generate Beneficiary Report

Terminate the project without requesting a grant and without submitting a complete Final Beneficiary Report (Terminate-with-no-grant)
Selecting this option implies that no activity is reported for this project and that eligible expenses cannot be considered.

☐ Agree

Generate a Terminate-with-no-grant Report

3. Click on "Edit Draft".

To edit the draft report, click the **Edit Draft** button. Below, you will start to see the history of the procedure.

The screenshot shows the 'European Commission Mobility tool' interface for the 'Project 2014-1-FR01-ICA101-000493'. The 'Reports' tab is selected in the top navigation bar. The main heading is 'Termination with no grant Report'. Below this, a progress bar shows four stages: 'Draft' (active, highlighted with a yellow dot), 'Submission in progress', 'Submitted', and 'Terminated no grant'. A message box titled 'Draft available' contains instructions: 'Please make sure to encode the amount you have used for Organisational Support of your project before submitting your Final Beneficiary Report. To do this please go to the Budget, enter the amount for row "Organisational Support", column "Current Budget (in Mobility Tool)" and click Save.' Below the message, it states 'Draft Report created around second 16 by Helen DOYLE'. A green 'Edit Draft' button is visible, with a red arrow pointing to it. Below the message box, there is a section titled 'Beneficiary Report created around second 16' with a table showing the draft report details.

around second 16	Draft by Helen DOYLE (Coordinator)

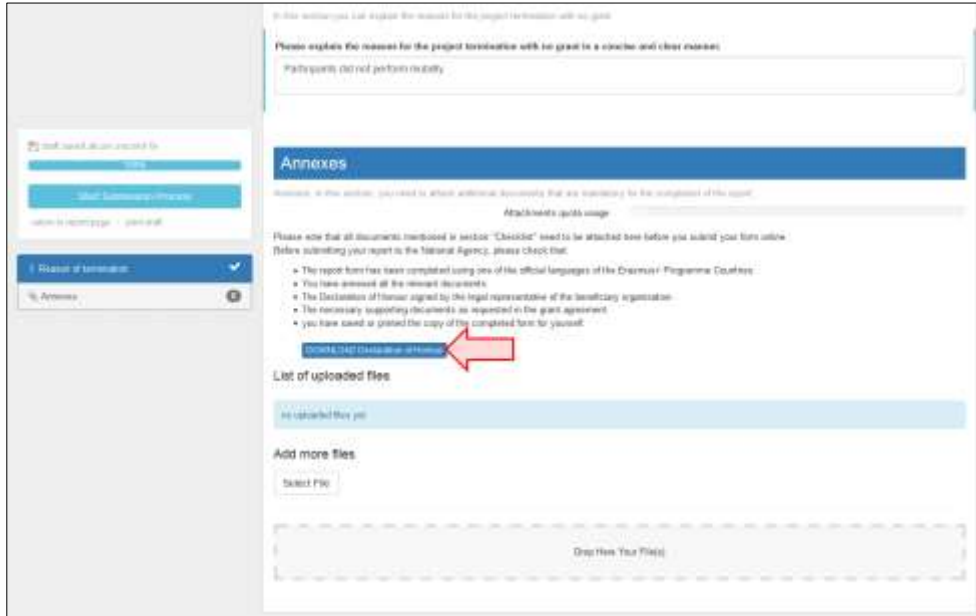
4. Add "Reason of Termination".

The first field is **1. Reasons of termination**. Explain the reasons for the project termination in concise detail in the field provided.

The screenshot displays the 'European Commission Mobility tool' interface for project 2014-1-FR01-KA101-000493. The top navigation bar includes links for 'home', 'project list', 'change language', 'Help/COYLE (p)constrator', and 'logout'. The main content area is titled 'Termination with no grant Report for 2014-1-FR01-KA101-000493'. It features a sidebar on the left with a 'draft saved about seconds ago' message, a 'not ready for submission' button, and a 'return to report page' link. The sidebar also lists '1. Reason of termination' and 'Annexes'. The main content area has a section for '1. Reason of termination' with a text input field and a 'Reason of termination' label. Below this is an 'Annexes' section with a list of documents to be attached, including 'The report form has been completed using one of the official languages of the Erasmus+ Programme Countries', 'You have annexed all the relevant documents', 'The Declaration of Honour signed by the legal representative of the beneficiary organisation', 'The necessary supporting documents as requested in the grant agreement', and 'you have saved or printed the copy of the completed form for yourself'. A 'DOWNLOAD Declaration of Honour' button is also present.

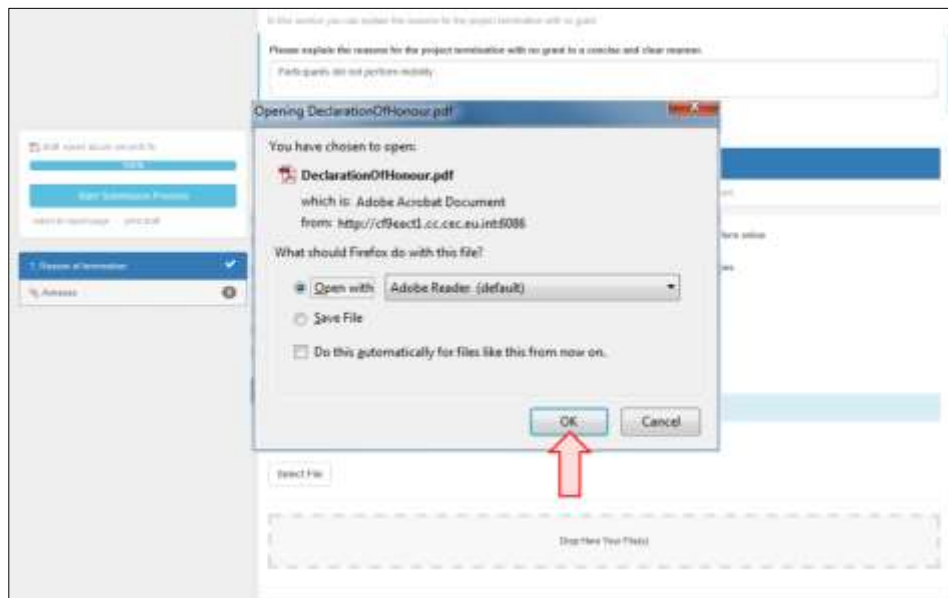
5. "Download Declaration of Honour" document.

In the **Annexes** section, click the **DOWNLOAD Declaration of Honour** button to download the form to be signed.



The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar has a 'Status of submission' section with a 'Download' button and a 'Download Declaration of Honour' button. The main content area has a heading 'Annexes' and a list of documents. A red arrow points to the 'Download Declaration of Honour' button in the list.

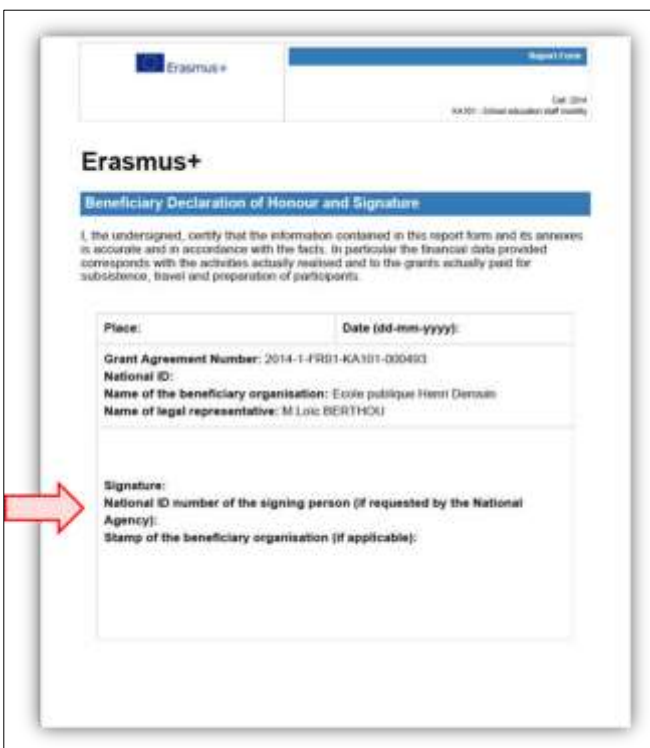
Once clicked, a dialogue box appears where you can either save or open the document. Click **OK** to proceed.



6. Signing "Declaration of Honour" document.

In the **Declaration of Honour** document the **Place** and **Date** details are to be filled in and signed.

If the NA requires the National ID number of the signing person, fill in the details in the area provided. A stamp of the beneficiary organisation may also be required.



The image shows a screenshot of the Erasmus+ Beneficiary Declaration of Honour and Signature form. The form is titled "Erasmus+" and "Beneficiary Declaration of Honour and Signature". It contains a declaration statement and a section for signing. A red arrow points to the signature area.

Erasmus+

Beneficiary Declaration of Honour and Signature

I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the grants actually paid for subsistence, travel and preparation of participants.

Place: **Date (dd-mm-yyyy):**

Grant Agreement Number: 2014-1-FRB1-KA101-000463

National ID:

Name of the beneficiary organisation: Ecole publique Henri Dumas

Name of legal representative: M. Loïc BERTHOU

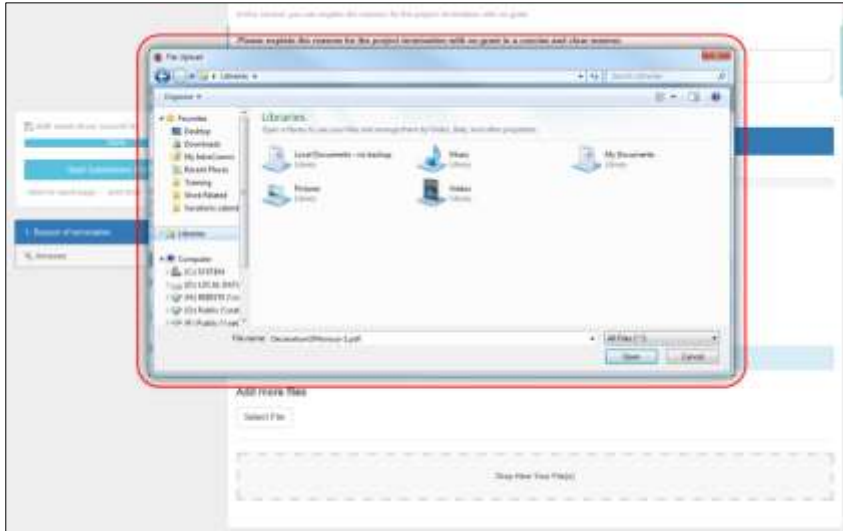
Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the beneficiary organisation (if applicable):

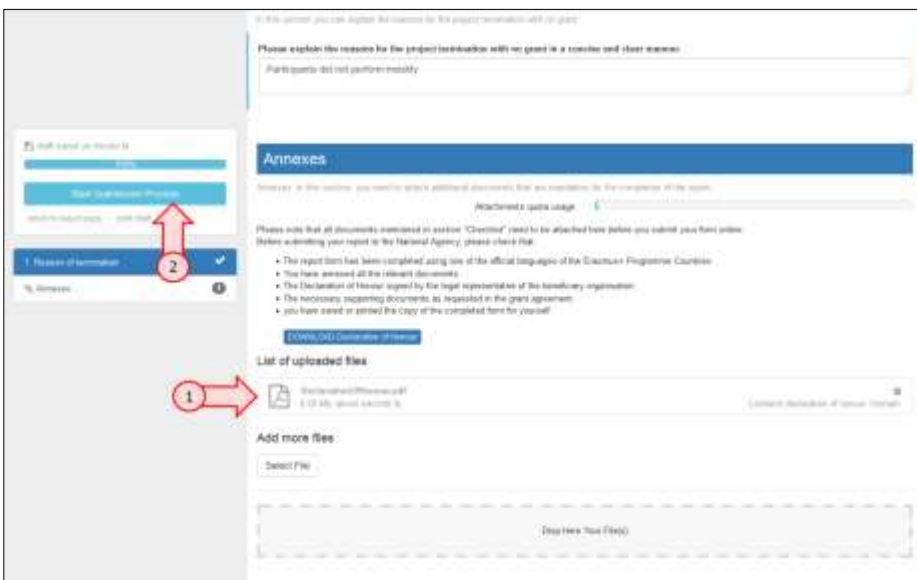
7. Upload Declaration of Honour document.

Once signed, the document needs to be scanned and re-uploaded to MT+. To do this, either drag the document from its location in Windows Explorer to the section **Drop Here Your File(s)**, or click the **Select File** button and navigate to the document, and click **Open**.



8. Click on "Start Submission Process".

1. An indication of the successful upload of the **Declaration of Honour** document will be highlighted.
2. Click on the **Start Submission Process** to proceed.



9. The checklist wizard appears.

To ensure that all the necessary steps have been performed, the checklist wizard window appears. The first step is to check that you have added the **Beneficiary Declaration of Honour and Signature**. In this case, it is already added. Click the **Next Step** button to proceed.

Beneficiary Declaration of Honour and Signature

Please download the following PDF, fulfill it and upload it as an annex

Download PDF

List of uploaded files

DeclarationOfHonour.pdf
0.09 Mb unmark to file Contains declaration of honour Unmark

Add more files

Select File

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

10. "Accept" the "Data Protection Notice".

Once you have read the **Data Protection Notice** details, click the **Accept** button to proceed.

Data Protection Notice

The form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, in this case for statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.

<http://www.edps.europa.eu/>

Accept >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

11. Check the "Submission Process Checklist".

To continue submission, you must check the list. The button to proceed to the **Next Step** will not become active until all items in the checklist are marked as **Done**. Change the button **Not Done** to **Done** by clicking on it.

Checklist

Before submitting your report to the National Agency, please check that:

- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries. **Not Done**
- You have annexed all the relevant documents. **Not Done**
- The Declaration of Honour signed by the legal representative of the beneficiary organisation. **Not Done**
- The necessary supporting documents as requested in the grant agreement. **Not Done**
- you have saved or printed the copy of the completed form for yourself. **Not Done**

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

Once you are satisfied that everything in the checklist has been done, click on the **Next Step** button to proceed.

Checklist

Before submitting your report to the National Agency, please check that:

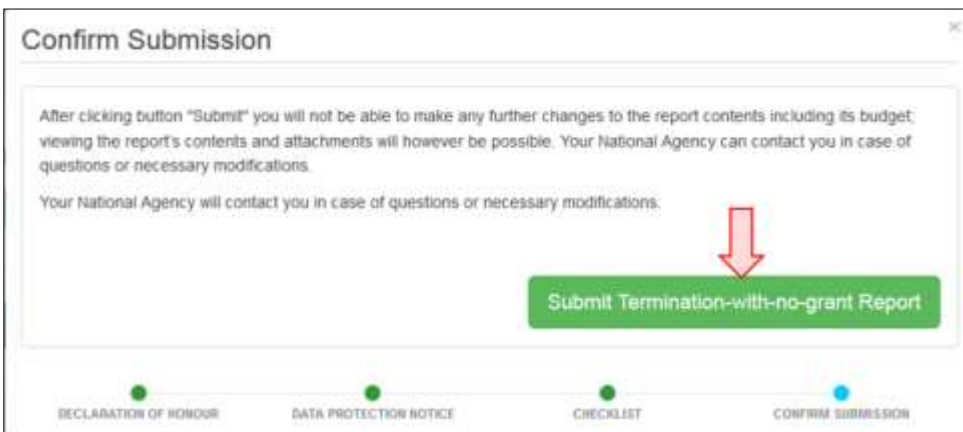
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries. **Done ✓**
- You have annexed all the relevant documents. **Done ✓**
- The Declaration of Honour signed by the legal representative of the beneficiary organisation. **Done ✓**
- The necessary supporting documents as requested in the grant agreement. **Done ✓**
- you have saved or printed the copy of the completed form for yourself. **Done ✓**

Next Step >

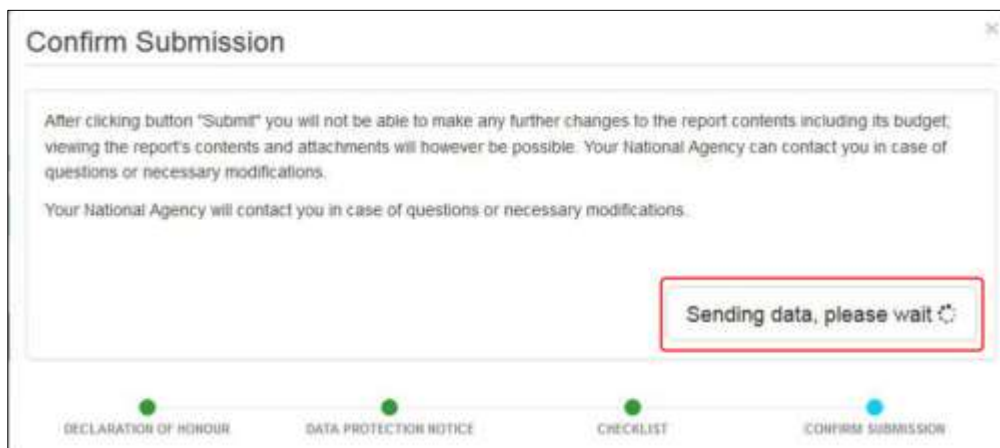
DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

12. Confirm Submission.

In the final dialogue box **Confirm Submission**, read the text before clicking the **Submit Termination-with-no-grant Report** button.

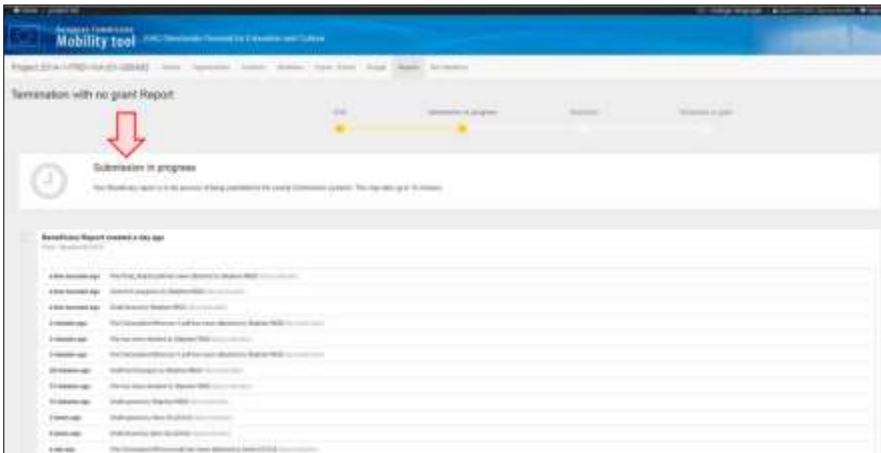


Once clicked, the data will be sent for review by the National Agency. The dialogue box indicates the text **Sending data, please wait**.



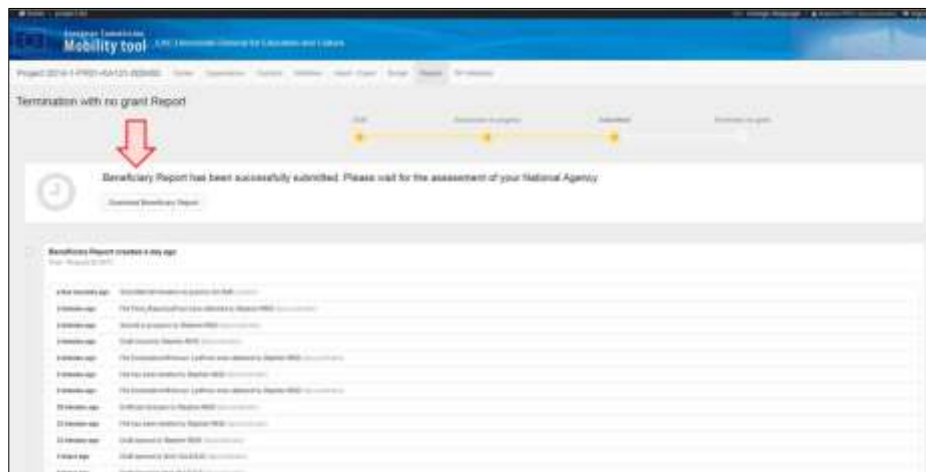
13. Submission in progress.

Returning to the **Report** screen you will see the report submission is in process. This can take up to 15 minutes.



14. Successful submission of report.

The screen will then change to **Beneficiary Report has been successfully submitted.**



Once the termination with no grant report has been accepted and processed by the National Agency, the report and project status will be indicated as **Terminated no grant**.

